

# 2003/04 ANNUAL BUDGET

## CITY OF TROY, MICHIGAN



*City of*  
**Troy**

MAYOR:  
Matt Pryor

MAYOR PRO TEM:  
David Lambert

COUNCIL MEMBERS:  
Robin E. Beltramini  
Cristina Broomfield  
David J. Eisenbacher  
Martin F. Howrylak  
Jeanne M. Stine

CITY MANAGER  
John Szerlag

ASSISTANT CITY MANAGER/  
FINANCE & ADMINISTRATION  
John M. Lamerato

ASSISTANT CITY MANAGER/  
SERVICES  
Gary A. Shripka



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# FINAL BUDGET MESSAGE

## FROM THE OFFICE OF THE CITY MANAGER

May 12, 2003

Honorable Mayor and City Council  
City of Troy  
500 West Big Beaver Road  
Troy, MI 48084

Dear Mayor and Council Members:

The fiscal year 2003/04 budget has been reviewed and adopted by the City Council. The community's highest priorities continue to be addressed.

All operating budgets are balanced. At \$57,919,380, the General Fund budget increased by \$2.3 million or 4.2% over last year's budget.

### PERSONNEL CHANGES:

Full-time employment realized an increase of one (1) position as City Council concurred with administration to add an employee if warranted by offering passport service.

Specific staffing changes include:

- City Clerk's Office (Clerk/typist)

### 2003/04 MILLAGE RATE:

The City's millage rate remains at 9.45 mills. The budget includes a contribution from Fund Balance of

\$3,417,290, an increase of \$95,290 from the previous year.

Our unreserved, undesignated fund balance currently stands at \$7.1 million, or 12.4% of the City operating budget. The City's taxable value for 2003 will be \$4,978,263,437.

Due to the passage of the State of Michigan's Proposal A, homeowners have experienced a maximum 1.5% increase in taxable property assessment despite a 6.2% average increase in market values in Troy.

### COUNCIL'S CHANGES TO THE PROPOSED BUDGET:

City Council made modifications totaling \$668,000 in adopting the 2003/04 budget. Of the \$668,000, \$550,000 was removed from the park development budget. The \$668,000 will be transferred to the newly established Budget Stabilization Fund.

The fiscal year 2003/04 budget also includes funding for the following services and programs improvements:

- ❖ \$1.3 million in technological improvements and software
- ❖ \$14.4 million for major road improvement projects
- ❖ \$2.8 million for local road improvement projects

# FINAL BUDGET MESSAGE

## FROM THE OFFICE OF THE CITY MANAGER

- ❖ \$.5 million for sidewalk projects
- ❖ \$1.9 million for Section 1 golf course

### BUDGET OUTLOOK:

During the past several years, the City Council and administration have worked to improve our annual budget process, control costs, and improve efficiency. Technology improvements and the use of privatization where feasible have helped to keep costs manageable.

The City was faced with many hurdles in preparing the 2003/04 budget. Property tax revenue, which is based on the millage rate and taxable value, saw one of the lowest increases in the history of the City capped at 1.5% on existing property as a result of Proposal A. Additionally, the current interest rate climate and the overall State economy (where we derive 15% of General Fund revenue from State sales tax) put tremendous pressure on the City of Troy's budget.

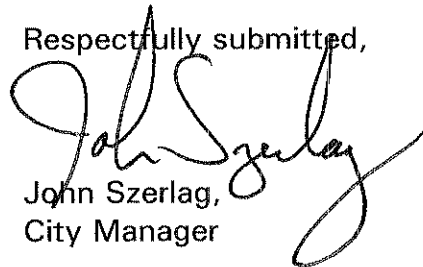
We overcame the hurdles while maintaining the same tax rate and maintaining the excellent services our citizens have come to expect, by reviewing and adjusting charges for services, licenses and permit fees.

### CONCLUSION:

The economy in Troy has expanded rapidly in the past decade, reflecting strong investment in commercial and residential development. Troy has been fortunate during this time to have built up an unreserved/ undesignated fund balance to weather downturns in the economy. The City has also taken steps to ensure the financial soundness of future budgets by establishing a Budget Stabilization Fund.

Although it is expected that the City will maintain its well-managed financial position, fiscal year 2003/04 will again be a challenging and ambitious year. As always, we can take pride in a City government that provides a safe and good place to live, work, and play.

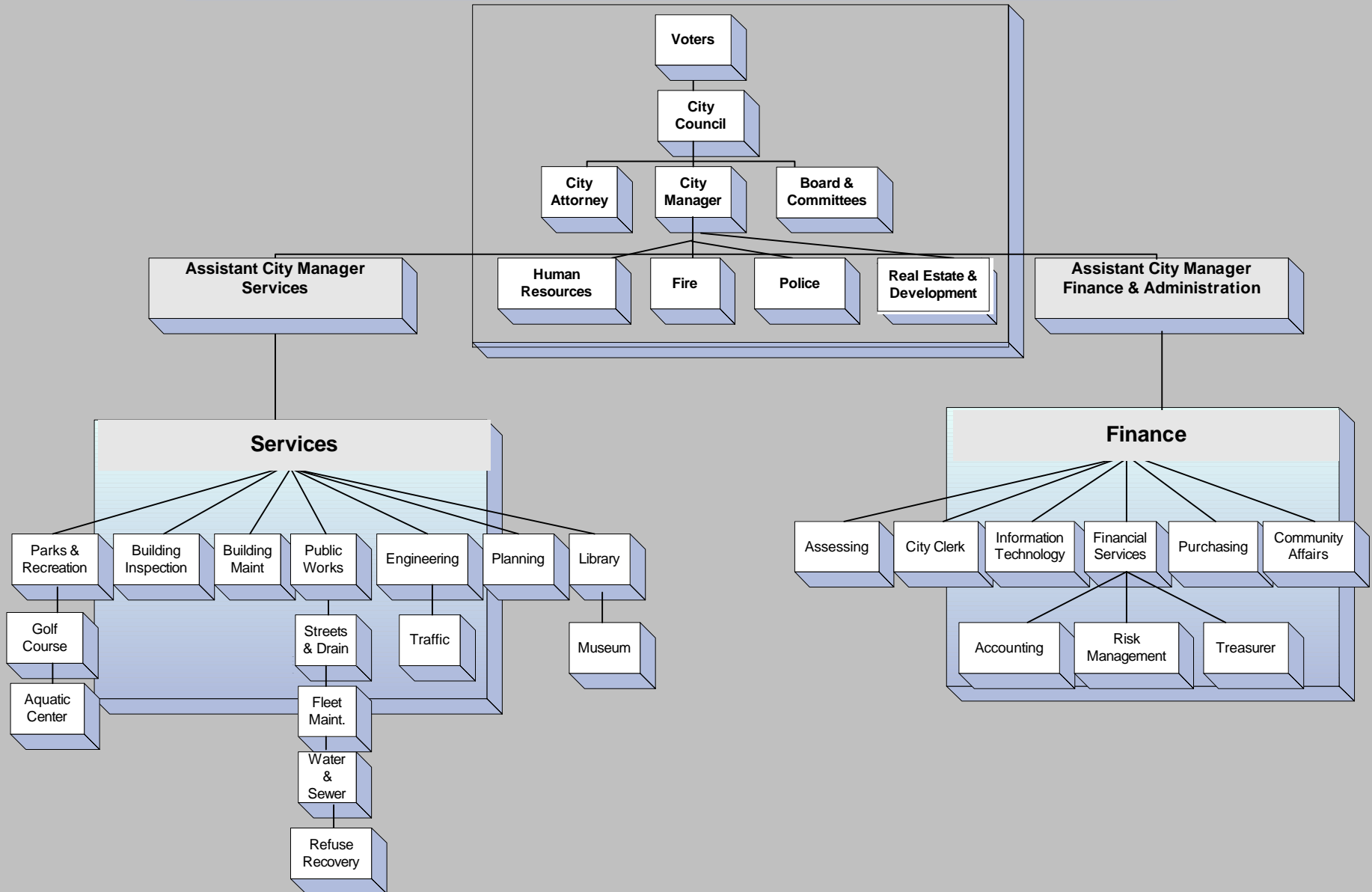
Respectfully submitted,



John Szerlag,  
City Manager

# CITY OF TROY ORGANIZATIONAL CHART

## 2003/04





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Troy  
Michigan**

For the Fiscal Year Beginning  
**July 1, 2002**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Troy, Michigan for its annual budget for the fiscal year beginning July 1, 2002.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



# EXECUTIVE STAFF

<i>City Manager</i> .....	<b>John Szerlag</b>
<i>City Attorney</i> .....	<b>Lori Grigg Bluhm</b>
<i>Assistant City Manager/Finance &amp; Administration</i> .....	<b>John M. Lamerato</b>
<i>Assistant City Manager/Services</i> .....	<b>Gary A. Shripka</b>
<i>City Assessor</i> .....	<b>Leger A. Licari</b>
<i>City Clerk</i> .....	<b>Tonni L. Bartholomew</b>
<i>City Engineer</i> .....	<b>Steven J. Vandette</b>
<i>City Treasurer</i> .....	<b>Nancy L. Aguinaga</b>
<i>Community Affairs Director</i> .....	<b>Cynthia A. Stewart</b>
<i>Director of Building and Zoning</i> .....	<b>Mark S. Stimac</b>
<i>Director of Building Operations</i> .....	<b>Steven A. Pallotta</b>
<i>Financial Services Director</i> .....	<b>James A. Nash</b>
<i>Fire Chief</i> .....	<b>William S. Nelson</b>
<i>Human Resources Director</i> .....	<b>Peggy E. Clifton</b>
<i>Information Technology Director</i> .....	<b>Gertrude M. Paraskevin</b>
<i>Library Director</i> .....	<b>Brian H. Stoutenburg</b>
<i>Parks and Recreation Director</i> .....	<b>Carol K. Anderson</b>
<i>Planning Director</i> .....	<b>Mark F. Miller</b>
<i>Police Chief</i> .....	<b>Charles T. Craft</b>
<i>Public Works Director</i> .....	<b>Timothy L. Richnak</b>
<i>Purchasing Director</i> .....	<b>Jeanette Bennett</b>
<i>Real Estate &amp; Development Director</i> .....	<b>Douglas J. Smith</b>
<i>Risk Manager</i> .....	<b>Stephen L. Cooperrider</b>

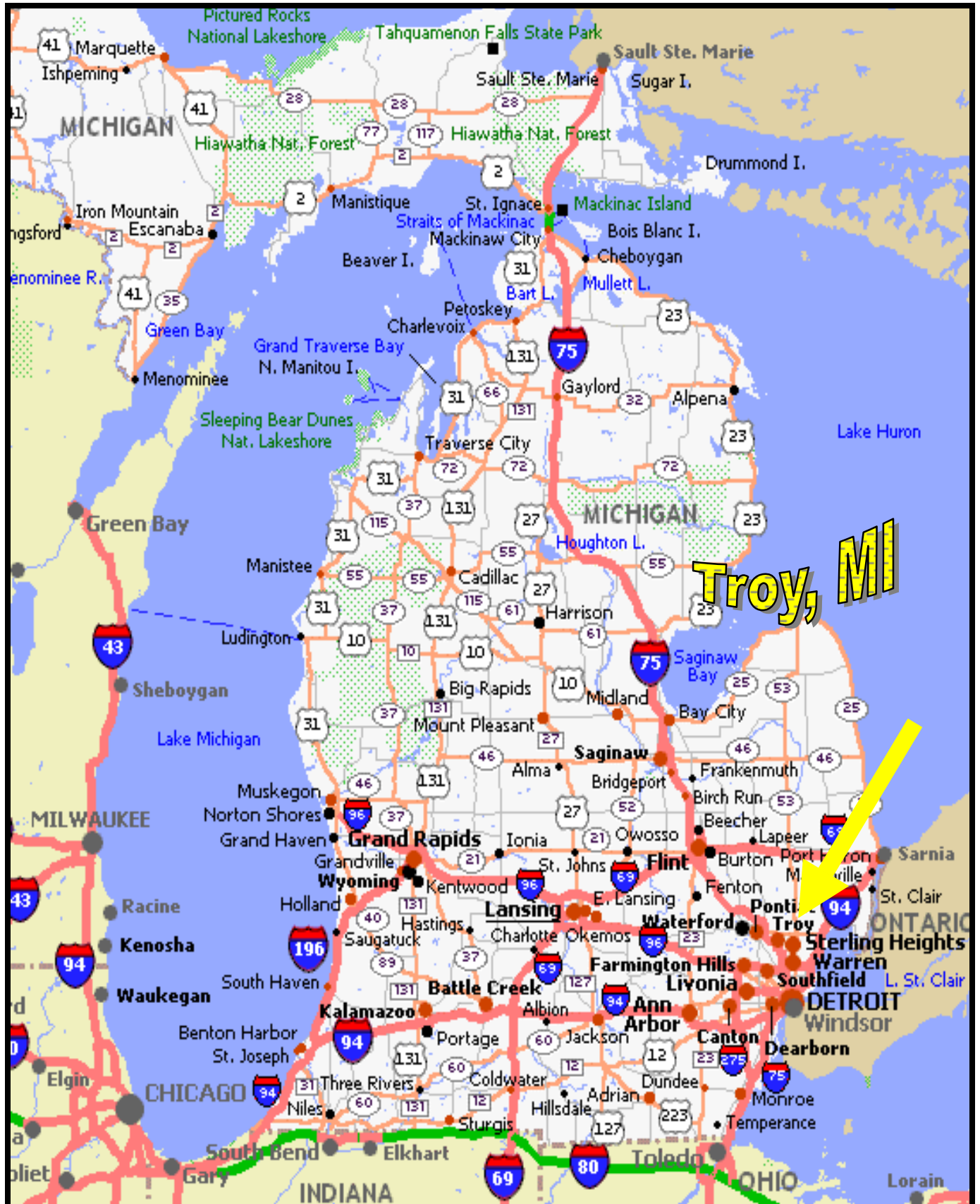


## CITY SEAL

The figure represented on the official seal of the City of Troy is that of Athena, mythological Greek goddess of wisdom.

Athena was known as the dispenser of prudent restraint and practical insight, maintainer of law. Her association with civilization and society rather than wilderness and nature earned her reverence as the protectress of Greek cities, including ancient Troy.

Athena's ethical standards and precepts remain worthy today, making her an appropriate symbol for the modern City of Troy and a model for all who live, work, or serve the City.



# CITY OF TROY FACT SHEET

## 2003/04 Proposed Budget At a Glance

- The total City Budget of \$141.7 million decreased by \$7.4 million, or 5.0%, from the previous year.
  - The Budget calls for a slight increase in the reliance on fund balance reserves. The undesignated general fund reserves are anticipated to equal at least 12.4% of the recommended Budget.
  - Due to passage of Proposal A, homeowners have seen, at most, a 1.5% adjustment in taxable property value despite a 6.2% average increase in market values.
- The Budget includes funding for the following services and programs:
- A substantial portion of the decrease is attributable to the Capital Projects Fund. The Capital Projects Fund budget decreased by \$10.8 million due largely to completion of voter approved bond projects.
  - The average homeowner's tax bill based on a taxable value of \$106,864 for City services will amount to \$1,010 compared to \$977 last year.
  - The City's millage rate for capital improvements remains the same as last year at \$1.62.
  - The City has an increase of one full-time position, which was created to handle passport processing in the City Clerk's Office, with the understanding that the position won't be filled until warranted by the volume of passports being issued. Also, this position will more than pay for itself by the revenue passport issuance generates. The City's full-time work force of 490 represents 5.78 employees for every 1,000 Troy residents.
  - The City's millage rate remains at 9.45 mills for the second consecutive year.
  - Staffing and operating expenses for the renovated and expanded Community Center
  - \$17.2 million in funding for street construction projects, utilizing bonds, grants and Capital funds
  - \$.5 million for sidewalks
  - \$1.3 million investment in technology
  - \$.3 million for Parks development
  - \$8.3 million for water main replacements
  - \$3.4 million for sanitary sewer improvements
  - \$1.6 million for storm drain improvements
  - \$3.8 million for the Police/Fire Administration Building addition and renovation
  - \$1.5 million for new Fire Station #3
  - \$1.4 million for Museum improvements
  - \$1.9 million for new Section 1 golf course

# PROPOSED BUDGET MESSAGE

## FROM THE OFFICE OF THE CITY MANAGER

April 14, 2003

Honorable Mayor and City Council  
City of Troy  
500 West Big Beaver  
Troy, MI 48084

Dear Mayor and Council Members:

I am honored to present the City budget for fiscal year 2003/04. This budget serves not only as a planning guide, but also determines the level of service we will provide to residents, businesses, and visitors. This document also illustrates the City's administrative structure and work plan for the upcoming fiscal year.

### **BUILDING UPON A STRONG BASE:**

Our community's growth, and standard of excellence, has been achieved by faithful adherence to four principles: a strong sense of volunteerism from our residents, a culture of professionalism within the administrative service, fiscal integrity, and stable political climate. Reliance on these principles has resulted in a municipality that boasts the highest property value of any city in the third wealthiest county in the United States. This wealth does not rely on one segment.

But balance is not limited to our material assets. Troy's population is incredibly diverse and talented.

Over 63 languages are spoken in the homes of our school children. Our city is filled with people who are committed to excellence and community involvement. As Troy begins the transition from rapid growth to maturity, these values and principles will continue to be important. So too, however, will be our need to recognize that Troy's population is much more mobile than it used to be and that technology is a vital part of our everyday lives. Our city government is positioning itself to keep our important values and traditions, and yet keep pace with advancing technology.

### **BUDGET OVERVIEW:**

The 2003/04 Budget is balanced and financially conservative. It continues the City's philosophy of providing high-quality, dependable services while directing available resources to service areas experiencing the greatest demands.

Developed with City Council's policy goals as direction, this Budget addresses current and future community needs and correlates service demands with conservative financial management.

# PROPOSED BUDGET MESSAGE

## FROM THE OFFICE OF THE CITY MANAGER

The 2003/04 total millage rate is 9.45, unchanged from our current rate. This rate includes a capital improvement millage rate of 1.62.

The Debt Service millage rate is .75. Voter approval of 1999 ballot measures A, B, and C was based on maintaining this rate for the next 17 years unless voters approve additional bonds. Troy successfully meets the challenge of keeping tax rates low by providing strong, responsible leadership and offering efficient City services. This, of course, is in tandem with a strong tax base. Residents can expect the excellent services to continue as we strive to enhance the culture of our organization to focus on customer service.

The 2003/04 Budget for all City funds totals \$141.0 million including all transfers. The General Fund budget of \$57.3 million provides funding toward the majority of services available to City residents; and is up \$1.7 million from last fiscal year or 3%. The primary reason for the increase is due to personal services. It has been our past practice to transfer additional funds to the Capital Projects Fund when the unreserved/undesignated fund balance exceeds 17% of the General Fund Budget. These supplemental transfers over the past several years totaled \$6.5 million.

The current year's budget calls for \$.8 million to be repaid to the General Fund.

The estimated unreserved/undesignated fund balance of \$7.1 million is 12.4% of the General Fund Budget.

General Fund revenues are projected to increase 3.0% or \$1.7 million over 2002/03 to \$57.3 million. Charges for services and property tax revenue increases were offset by reductions in state-shared revenue and investment income.

The General Fund Budget also uses \$3.4 million in fund balance as a revenue source, compared to \$3.3 million last year. Over the past five years, the City's revenues have increased an average of 3.8% per year.

General Fund expenditures will increase by 3.0%. The City does not incrementally budget by adding automatic increases to the prior year's numbers; therefore, departments are required to justify any increases.

### **CAPITAL IMPROVEMENTS:**

The total capital improvements program of \$35.3 million is composed of projects that benefit the community as a whole.

# **PROPOSED BUDGET MESSAGE**

## **FROM THE OFFICE OF THE CITY MANAGER**

The projects include building improvements, land acquisition, park facility upgrades, and street projects.

Several of the capital improvement activities, streets in particular, are made possible by grant funds leveraged with local funds.

The following projects highlight the 2003/04 Capital Improvements Program:

- Continuing Investment in Technology
- Public Safety Facilities
- Neighborhood Road Repair and Replacement
- Major Road Improvements
- Construction of Section 1 golf course
- Park Development
- Sidewalk Repair Program
- Storm Drain Improvements

As I indicated to you last November, the proposed Budget includes no new major capital initiatives, only a continuation of projects that have already been planned.

### **PERSONNEL COSTS AND STAFFING LEVELS:**

- Personnel costs continue to be the largest portion of the General Fund budget at 68.5%. The total personnel expenditure for 2003/04 is \$39.2 million which represents a 3.4% increase over last year's budget.

The City's full-time work force increased by one position. The new position being requested is for the City Clerk's Office (Clerk/typist). This position will be hired if warranted by the demand for passport issuance, which the City will offer as a new service. The revenue generated from passport sales will more than offset the expense of the new position.

### **FUTURE PROJECTS:**

Our unmet need for infrastructure is literally hundreds of millions of dollars.

Our biggest infrastructure needs are in the area of road improvements, and storm water management.

We will, however, continue to endeavor to find funding sources to meet these unmet needs.

### **CONCLUSION:**

No matter how successful the City of Troy has been to date, our success is and will continue to be dependent on a professional and dedicated work-force, strong adherence to our adopted budget, and political altruism.

The citizens, who are not only our customers but also our partners and stakeholders, have spoken. They want us to provide a community that is responsive to their needs.



# PROPOSED BUDGET MESSAGE

## FROM THE OFFICE OF THE CITY MANAGER

In a representative democracy, you are charged with making decisions on behalf of our 85,000 residents, and this budget document serves as an excellent planning and control tool to ensure that the will of the majority of residents are carried out.

Our most important objective for the coming year is to continue to enrich and improve the lives of residents of all ages and corporate citizens that, in turn, will provide a great benefit to the community as a whole.

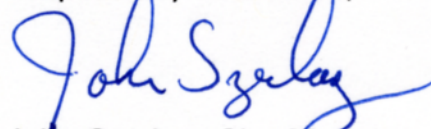
This, of course, is done through adherence to our four basic principles of volunteerism, political stability, a culture of professionalism for city administration, and fiscal integrity.

In closing, I wish to thank the staff of our entire organization. They are the finest group of individuals with whom I've had the pleasure of working.

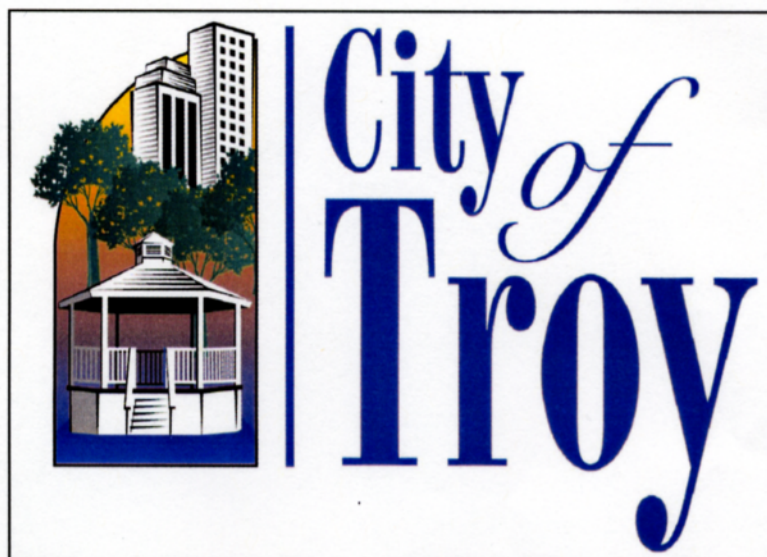
With reference to our Budget document, I especially wish to thank the staff of the City Manager's Office and, in particular, the Assistant City Manager/Finance & Administration, for their teamwork, cooperation, and commitment to excellence in the Budget process.

I also wish to thank Mayor and Council for their assistance in advancing the concept of a level of service Budget document, and direction in developing goals and objectives.

Respectfully submitted,



John Szerlag, City Manager



# COMMUNITY PROFILE

**Troy is a vibrant community with a strong sense of civic pride and dedicated community leaders. Troy is a balanced community that is rich with cultural diversity, community wellness, and economic vitality.**

Troy was incorporated June 13, 1955. Since incorporation the City has been governed by a seven member City Council, including the Mayor, all of which serve

three-year terms. Under the Council-Manager form of government, the Mayor and City Council appoint two officials; the City Manager and the City Attorney. In turn, the City Manager appoints all department directors and employees.

The 2003 estimated population for Troy is 84,841; 3,882 residents or 4.8% greater than the 2000 census. In terms of population, Troy is the 12th largest city in Michigan. Troy's total property value is the second highest in the State.

Troy's economic base is strong and balanced. The median effective buying income per household is approximately \$70,342. There are 31,371 households and a median age of 38.1. Seven school districts serve Troy.

Troy is a full-service community with public transportation provided by a regional authority. The City of Troy currently maintains 16 developed park sites, eight of which are major parks. City parks provide a variety of recreational opportunities from baseball diamond complexes to miles of developed walking,

jogging, and bicycle riding pathways. Troy has received many awards from various professional associations and municipal services organizations for innovative approaches to service delivery and quality improvements.

Troy enjoys a solid reputation for municipal planning and growth management. Its comprehensive Master Land Use Plan has guided development of the Big Beaver corridor and high quality residential as the community's most significant focal points. The strong commercial and industrial business environment is a mix of service, product, and technological employers. This impressive mix of business opportunities has allowed the City of Troy to maintain low unemployment rates. Principal employers include Kelly Services, Kmart Corporation, Target Corporation, Standard Federal Bank, Flagstar Bank, Ameritech, General Motors, Syntel, Inc., Delphi, Textron Automotive, EDS, Magna International, Arvin Meritor, and William Beaumont Hospital. The City of Troy also enjoys a variety of restaurants, churches, and retail shops. The City occupies 34.3 square miles, and over 93% of this land is developed.



# READER'S GUIDE

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As you review Troy's budget document, note that it is organized by fund type. These fund types are distinguished by the laminated tabs and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and Internal Service Funds.

The General Fund is further divided into major divisions or departments. These departments are comprised of several activities or offices. For example, within the Finance Division, there are seven offices including Accounting/Risk

Management, Assessing, Purchasing, City Clerk's Office, Information Technology, Treasurer's Office, and Community Affairs. The Functional Organizational Charts, Department At A Glance summaries, and Key Departmental Trends provide a quick overview of the entire department.

Each activity (office) in a department contains a Service and Mission Statement, Performance Objectives and Indicators, Key Service Costs, Staffing and Organizational Chart, and a Summary of Budget Changes. The Service and Mission Statements highlight the types of services each activity provides and annual key goals they strive for each year.

The Performance Objectives give specific objectives that the activity hopes to achieve in the current year, while the Performance Indicators provide a listing of key measurements of the activity's service, efforts, and accomplishments. The Key Service Costs list costs of specific functions performed by the office, usually on a unit cost basis, for the prior fiscal year. The costs include both the direct and indirect overhead costs of the function. The Staffing and Organization Chart illustrates the number of budgeted positions and the internal office structure. Finally, the Summary of Budget Changes provides a detailed look at the

activity's expenditure history and explains the funding level changes that have taken place.

**Q: Your budget contains a lot of information! How can I find summary information quickly?**

*A: The information with the All Funds Summary tab provides a quick overview of the City's total budget. It explains how the funds are organized as well as total revenue and expenditures trends. The Executive Summary provides a general overview explaining how the City plans to utilize its resources and highlights some of the more significant changes to the City's budget. The information within the Trends & Summaries tab also contains a multitude of useful information about the City's largest fund – the General Fund.*

**Q: I notice that each office has a Funding Level Summary. How can I get more detailed expenditure information by account within each office?**

*A: The City Manager's Office produces a separate line-item budget booklet that details each office's expenditure accounts.*

**Q: How can I quickly find the location of certain offices within the budget document?**

*A: The Table of Contents at the beginning of the budget lists all offices in the order in which they appear in the document.*

# READER'S GUIDE

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**Q: Where can I find out how many employees are within each department?**

*A: There is a schedule within the Personnel Summary tab that lists all position titles and number of employees within each office.*

**Q: How much do you spend in the General Fund on salaries for employees?**

*A: Within the Trends & Summaries tab, there is both an Expenditure and Revenue by Account History which provides the reader with the total dollars spent in each account.*

**Q: How can I find out information about your Capital Budget?**

*A: Our Capital Budget is incorporated in the annual budget document. It details the funds appropriated for specific facilities, equipment, vehicles, and improvement projects. A listing, description, and City map geographically depicting the location of all projects can be found within the Capital Projects tab.*

## UNIFORM BUDGETING ACT:

The City is legally subject to the budgetary control requirements of State of Michigan P.A. 621 of 1978 (the Uniform Budgeting Act). The following statements represent a brief synopsis of the major provision of this Act.

1. Budgets must be adopted for the General Fund, Special Revenue Funds, Debt Service Funds, and Expendable Trust Funds.
2. The budgets must be balanced.
3. The budgets must be amended when necessary.
4. Debt cannot be entered into unless permitted by law.

5. Expenditures cannot exceed budget appropriations.

6. Expenditures cannot be made unless authorized in the budget.

7. Public hearings must be held before budget adoptions.

## BUDGET PROCESS:

In establishing the budgetary information within the budget document, the City follows steps and deadlines outlined in the City Charter:

- a. On or before the third Monday in April, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The annual operating budget includes proposed expenditures and the means of financing them for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and Internal Service Funds.
- b. After the City Manager has submitted the proposed budget to the City Council, they review the recommendations and hold public hearings to obtain taxpayer comments.
- c. On or before the third Monday in May, the budget is legally adopted through passage of an Appropriations Ordinance for each fund which takes effect the following July 1.

# READER'S GUIDE

- d. The Appropriations Ordinance is the legislative vehicle, which allows for the expenditure of funds throughout the City. The Ordinance is based on the approved and adopted budget and is the final product of the budget cycle.
- e. The City Manager is authorized to transfer budgeted amounts within budgetary centers (major activity or department); however, any revisions that alter the total expenditures of any budgetary center must be approved by the City Council.

In addition to the Charter requirements, the administrators of all City offices have made budget requests to the City Manager, which he has reviewed before arriving at his proposed budget recommendations.

The Budget Calendar outlines the entire budget process by month.

The City adopts its budget by budgetary center in accordance with the State's legal requirement, and is the level of classification detail at which expenditures may not legally exceed appropriations.

The adopted Budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP), except that: operating transfers are treated as revenues and expenditures. The modified accrual basis of accounting is utilized in the preparation of budgets for all governmental fund types that are contained within this document. Expenditures, other than accrued interest on long-term debt are recorded at the time liabilities are incurred, and revenues are recorded when received in cash, except for material and/or available revenues which should be accrued to properly reflect the tax levied and revenues earned.

The accrual basis of accounting is utilized in developing the Enterprise Fund, and Internal Service Fund Budgets.

Budgets are monitored carefully, and progress is reported quarterly. Budgets are monitored monthly. Necessary amendments are approved by City Council periodically.

# CITY—WIDE ACTION PLAN

With the passage of 1999 Bond Proposals A, B, and C, our action plan is a mandate to accomplish all of the projects contained in these proposals in a timely fashion. In addition, we have goals and objectives to accomplish that span not only the time frame for our upcoming budget, but several years. In fact, some decisions that will be made by this City Council will have a multi-generational impact. Our action plan contains the following goals and objectives:

- Integration of information between departments: This will include an expansion of our GIS system; continued implementation of the Hansen customer service, utility billing and asset management system; the new document imaging system; codification and update of all City ordinances; and JD Edwards financial system upgrade.
- Review citizen input/concerns: In order to improve communication, we will continue implementation of a citizen's concern process on our computer system. We will also utilize our web site; newsletter; and utility bills to inform and interact with our residents.
- Enhance customer service: This will be accomplished through expansion of our web site; review of operational procedures; and enhanced community-policing policy.
- Enhance culture of professionalism for City government: This will involve training and education of staff and Council Members.
- Determine desired level of staffing and benefits to desired level of service: This pertains to determining future needs and assessing the number of employees needed to meet those needs; providing benefits to keep our work force intact; and privatization of City services when functional to do so.
- Expansion of electronic function: This incorporates document management and imaging and CD-ROM marketing tool.
- Fiscal: As always, prepare balanced budgets, maintain low tax rate, and seek the GFOA Distinguished Budget Presentation Award.
- Bonds: Successful implementation of the \$47 million voted GO Bond Programs. Successful implementation of the \$45 million Troy's Downtown Development Authority Bond Programs.
- Capital: These projects include:
  - Technology upgrades
  - Finalize Civic Center Master Plan
  - Road Improvements
  - Fire Station #3
  - Acquisition of Open Space and Park Sites
  - Enhance I-75/Crooks Interchange (minus Square Lake Connection)
  - Transit Center Study
  - Police/Fire Administration Addition

# CITY GOALS AND 2002 ACCOMPLISHMENTS

## Goal #1 – Minimize the cost of government to citizens and businesses

- Received AAA Bond Rating from all three rating agencies. Troy is the only municipality in the state of Michigan over 50,000 population with this high of a rating
- Reduced tax rate to 9.45 mills. It has been 9.48 or lower for the past eight years.
- For four years, received all three financial reporting awards from the Government Finance Officers Association

## Goal #2 - Develop and implement an overall economic development and re-development strategy

- Completion of commercial and beginning of residential portions of City's first Brownfield Redevelopment Plan (Midtown Square at Coolidge and Maple)
- Adoption of Brownfield Redevelopment Plan #2 – Old Stanley Door facility
- Published first Economic Resource Guide

## Goal #3 - Enhance communications between city government, its citizens and businesses

- Installed two public-use terminals in the Assessing Department that are consistently used by the public, realtors, title companies and fee appraisers
- Two new volunteer Boards and Committees were established, the Youth Council and Ethnic Issues Advisory Committee

## Goal #4 – Develop and renovate public facilities to meet community needs

- Opened Phase I of the new Community Center
- Opened new Nature Center Building

- Began construction on new Section 1 Golf Course
- Broke ground for the new Police-Fire Administration addition to City Hall

## Goal #5 – Develop and implement creative solutions for continually improving transportation of people, goods, and services

- Developed a web-based Geographic Information System
- New sidewalks were installed along South Boulevard, Beach Road, and John R, totaling 1.75 miles
- Purchase of property for I-75/Crooks/Long Lake interchange (5 parcels)

## Goal #6 – Enhance the overall aesthetic environment of the city

- Adopted an official tree replacement policy calling for the systematic replacement of all residential trees that are removed for any reason
- Chapter 78 was revised to allow subdivision signs in the right-of-way

## Goal #7 – Continue the strategic planning process

- City Council and staff attended professional workshops given by Professor John Nalbandian from the University of Kansas and Carl Hendrickson of Market Measurement

# BUDGET POLICIES

In recent years, changing conditions and fiscal capacities coupled with the demand for increased services have forced a reassessment of the role local government units play.

Public officials are charged with the responsibility to ensure that all services are being planned and provided within acceptable levels of cost

and, when required, to seek alternative methods of financing. The budgetary process allows for the accumulation of financial and performance information relative to these services. It provides the opportunity to analyze and debate the merits of each service as well as to make decisions about the level and cost of the services to be provided.

This budget continues the conservative spending approach that the residents of Troy have come to expect from City government.

This document also assists our efforts to make the operations of the City more efficient, less costly, and more importantly, to target available resources to

specific needs of the community.

## **FINANCIAL POLICIES:**

The City of Troy's financial policies, compiled below, set forth basic tenets for overall fiscal management of the City. These policies provide a framework to assist the decision-making process of the City Council and Administration. They should enforce any policy choice, regardless of changing circumstances and conditions. These policies provide guidelines for evaluating both current activities as well as proposals for future programs.

1. The budget process will place emphasis on those personnel and management areas of long-term importance: employee relations, work simpler – more effectively, office automation, implementation of new technologies, long-term workforce planning, management incentives, and use of the *Interest Based Bargaining* technique.
2. Expansion of existing service programs or addition of a new service program is only considered in the proposed budget when a revenue source can support all of the ongoing cost, or when the requesting department can identify an existing service which can be reduced or eliminated. Programs financed with grant money shall be budgeted in special funds and, when grant revenues are reduced or eliminated, the service program shall be adjusted accordingly.
3. The City will maintain a budgetary control system to ensure adherence to the budget and prepare monthly reports comparing actual revenues and expenditures to budgeted amounts. The City will report its financial performance quarterly.
4. The City will monitor departmental expenditures on a monthly basis to ensure conformity to budgets.
5. The City stresses results, integrating performance

# BUDGET POLICIES

measurement and productivity indicators with the budget.

6. The City will avoid budgetary practices or procedures that balance current period expenditures at the expense of future years' revenues.
7. The budget strives to provide for adequate maintenance of capital facilities and equipment, and for their orderly replacement.
8. The budget will provide for adequate levels of funding for all retirement systems.
9. The City will develop and maintain accounting and budgetary control systems to adequately safeguard the assets held in public trust.
10. The Operating and Capital Budgets will fully describe the major goals to be achieved and the services and programs to be delivered based upon the levels of funding anticipated or provided.
11. The City will finance essential City services that have a City-wide benefit in the budget from revenue sources which are generated from a broad base, i.e. property taxes, State revenue sharing, assessments, and fees.
12. The City will seek to minimize the impact in use of property tax financing by seeking alternative financing for City services that focus on user fees for responsive services, upgrading, and/or enhancing of the property tax base.
13. Special assessment financing formulas and user fee rate structures will accurately charge the cost of service provided to the benefiting property owners and customers served while

being sensitive to the needs of low-income people.

**The City will finance essential City services that have a City-wide benefit in the budget from revenue sources which are generated from a broad base, i.e. property taxes, State revenue sharing, assessments, and fees.**

## REVENUE POLICIES:

1. The City will make every attempt to maintain a diversified and stable revenue base to shelter it from short- or long-term fluctuations in any one revenue source.
2. The City will project its annual revenues by an objective and thorough analytical process.
3. The City will maintain sound appraisal procedures and practices to reflect current property values.
4. The City will establish user charges and set fees for services for its enterprise funds at a level that fully supports the total direct and indirect costs of the activities. Indirect costs include the recognition of annualized depreciation of capital assets. Cash flow requirements to adequately defray bond retirement and capital outlay will become a primary determinant in the development of user charges.

# **BUDGET POLICIES**

5. The City will follow an aggressive policy of collecting revenues.
6. The City will review fees/charges annually and design or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.

**The City will project its annual revenues by an objective and thorough analytical process.**

## **RESERVE POLICIES:**

1. The City will strive to maintain an unreserved, undesignated General Fund balance of 17% (two months' operations).

## **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES:**

1. An independent audit will be performed annually.
2. The City will produce comprehensive annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP), the body of accounting and financial reporting standards, conventions, and practices that have authoritative support from standard setting bodies such as the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

## **INVESTMENT POLICIES:**

1. The City will conduct a cash-flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of

all funds will be scheduled to insure maximum investment capabilities.

2. When permitted by law, the City will pool cash from several different funds for investment purposes to maximize potential earnings.
3. The City will analyze market conditions and potential investments to maximize its yield, while maintaining the integrity, diversification, and safety of the principal.
4. The City's accounting system will provide regular information concerning cash position and investment performance.

## **DEBT POLICIES:**

1. The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues, and where the issuance of long-term debt is required, it will pay back the bonds within a period not to exceed the expected useful life of the project.
2. The City will attempt to keep the average maturity of general obligation bonds at or below 20 years.
3. When possible, the City will use special assessment, revenue, tax increment, or other self-supporting bonds.



# **BUDGET POLICIES**

4. The City will not incur long-term debt to support current operations.
5. The City will maintain a sound relationship with all bond rating agencies and will keep them informed about our current capital projects.

## **CAPITAL IMPROVEMENT BUDGET POLICIES:**

1. Capital investments will foster Troy's goal of preserving and enhancing its infrastructure.
2. The City will attempt to maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
3. The City will maintain the fiscal integrity of its operating debt service and capital improvement budgets in order to provide services, construct and maintain public facilities, streets, and utilities.
4. The City will implement a multi-year plan for capital improvements, with proposed funding sources, and update it annually.
5. The City shall make all capital improvements in accordance with an adopted capital acquisition program.
6. The City will coordinate decision-making for the Capital Improvement Budget with the Operating Budget to make effective use of the City's limited resources for operating and maintaining existing services and facilities.
7. The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the adopted capital improvement plan, City priorities, and for which operating

and maintenance costs have been included in the operating budget.

8. The City will maintain a responsible and prudent fiscal condition to minimize long-term interest expense when financing capital improvements.
9. The capital dollar threshold has been established at \$5,000.

## **AMENDMENT POLICIES:**

The City Manager is authorized to transfer budgeted amounts within budgetary functions; however, any revisions that alter the total expenditure of any budgetary function must be approved by a majority of the members elect of the City Council.

# FY 2004/05 BUDGET CALENDAR

## JULY

- 7<sup>th</sup> Approved 2003/04 budget document distributed at the first City Council meeting in July
- Begin preparing updated Municipal Improvements Plan (MIP)
  - Begin monitoring budget performance

## OCTOBER

- Revenue and Expenditure Forecast prepared
  - Updated Revenue Study of Fees and Charges prepared
- 20<sup>th</sup> Quarterly Financial Performance Report prepared

## NOVEMBER

- 17<sup>th</sup> Prior year Annual Audit released
- Capital Budget Unit (CBU) develops capital requests and presents the CBU's Capital Improvement Report to the City Manager

## DECEMBER

- Preparation of General Fund Review and Multi-year Financial Plan
- The City Manager's final capital recommendations are reported to all offices and included in the Proposed Budget
- Assistant City Manager/Finance and Administration prepares personnel costs and operating cost targets for Proposed Budget
- Distribute Operating Budget Manual and Revenue Worksheets

## JANUARY

- Revenue Worksheets due from all departments
  - Preparation of the Water Supply & Sewage Disposal System Rate Analysis
- 19<sup>th</sup> Quarterly Financial Performance Report prepared

## FEBRUARY

- Operating budget worksheets due from departments
- 2004/05 Revenue Forecast prepared by City Management
- City Management analyzes departments' budget requests
- Assistant City Manager/Finance and Administration prepares Proposed Budget Document

# FY 2004/05 BUDGET CALENDAR

## APRIL

- City Manager makes final proposed Budget recommendations
- 19<sup>th</sup> Proposed Budget Document presented to the City Council
- City Council Workshops - Budget Review, Questions and Adjustments
- 26<sup>th</sup> Budget Notice published in local newspaper
- 26<sup>th</sup> Quarterly Financial Performance Report prepared

## MAY

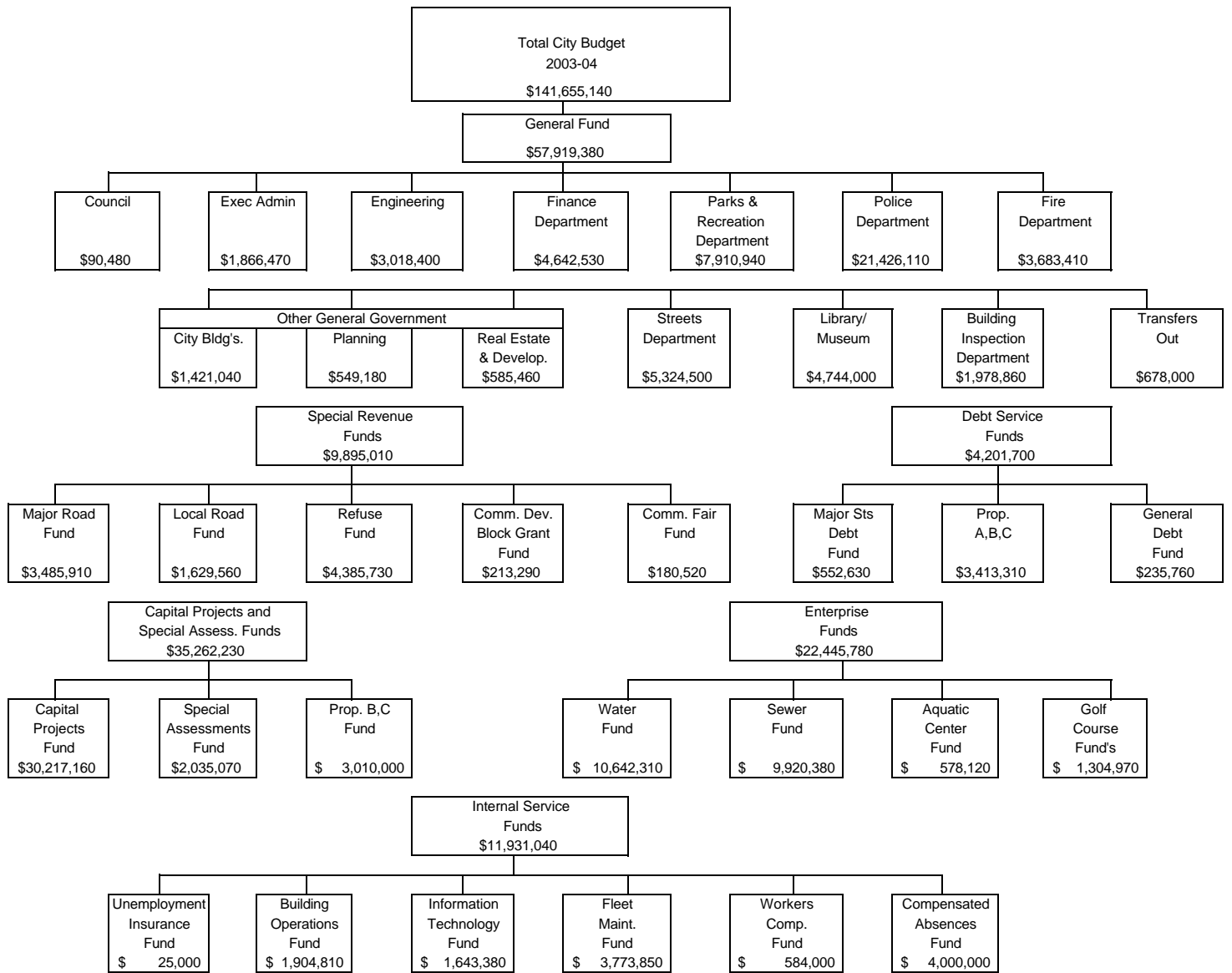
- Workshops continue
- 10<sup>th</sup> Public Hearing for budget
- City Manager prepares Approved 2004/05 Budget Document incorporating City Council adjustments
- 10<sup>th</sup> City Council adopts Taxation Resolution and Appropriations Ordinance

## JUNE

- 21<sup>st</sup> Assistant City Manager/Finance and Administration prepares final current year Budget Amendment



# FINANCIAL ORGANIZATIONAL CHART



# EXECUTIVE SUMMARY

This Executive Summary has been prepared as a general overview to the 2003/04 Budget for the City of Troy. It is hoped that it will provide City residents with a quick overview of the fiscal plans of the City Administration for the upcoming fiscal year.

The City Council will hold meetings throughout the month of April and May in order to review the proposed budget document. This Executive Summary will briefly introduce you to the City's

budget. It will explain how the City plans to utilize its resources and will highlight some of the more significant changes to the City's budget. If a more in-depth understanding of the budget is desired, please take some time to review the wealth of information found within the graphs, charts, narrative text, significant notes, and funding level summaries located in the budget document. The document is available at the City Clerk's Office, Troy Public Library and on the City of Troy's website.

## TOTAL CITY FUNDS:

The 2003/04 Budget for all City Funds totals \$141.7 million. The City establishes a budget for 26 separate funds or accounting divisions. These 26 funds can be further paired into seven major fund groupings. The largest is the **General Fund**, which provides \$57.9 million in funding toward the majority of services available to City residents through the City's 13 departments.

The **Special Revenue Funds** provide a total of \$9.9 million for major and local road maintenance; refuse and recycling; the federally funded Community Development Block Grant programs; and the Troy Community Fair Fund.

Several notable items in the Special Revenue Funds 2003/04 Budget include:

- \$3.5 million to maintain and reconstruct major roads
- \$1.6 million to maintain local roads
- \$4.4 million for refuse collection and disposal and recycling activities

The **Capital Projects Funds** total \$35.3 million for 2003/04. These funds are used for capital equipment and vehicles, the construction and improvement of municipal facilities, and for road construction. Notable Capital projects in the 2003/04 Budget include:

- \$14.4 million Major Road Construction and Improvements
- \$2.8 million Local Road Reconstruction and Improvements
- \$1.3 million Technology Improvements and Software
- \$1.9 million for Section 1 golf course construction

The **Debt Service Funds** total \$4.2 million and provide funding for the debt payments on road bond construction projects; the Community Center; the drains located in the City; and public safety facilities.

The **Enterprise Funds** provide \$22.4 million in funding for water and sewer utility operations, as well as the aquatic center and golf courses.

The **Internal Service Funds** account for \$11.9 million in charges for the financing of goods and services provided by one department to other departments.

## GENERAL FUND:

The 2003/04 Budget for the General Fund is \$57.9 million, an increase of \$2.3 million or 4.2% above the 2002/03 Budget.

## Revenues by Category

The General Fund derives its revenue from a variety of sources. The largest source is from property taxes.

# EXECUTIVE SUMMARY

The City's general operating millage rate of 6.25 mills will provide nearly \$29.1 million, or 50.9% of the total General Fund budget. The City's overall millage rate of \$9.45 has remained at the same rate for the past year.

Proposal A has capped property taxable value at a 1.5% increase.

The General Fund also realizes revenue from a variety of smaller revenue categories to lessen the burden and reliance on property taxes; Licenses and Permits comprise 2.7%; Federal, State, and Local grants 13.6%; Fines and Forfeitures 1.8%; Charges for Services 9.9%; Other Revenue 1.8%; Interest and Rents 1.8%; and Other Revenue and Financing Sources 15.8%.

Utilization of \$3.4 million of Fund Balance is planned for the 2003/04 fiscal year. After this designation, the City is estimated to have \$7.1 million or 12.4% of expenditures in unreserved/undesignated funds in 2003/04.

## Expenditures by Object

The \$57.9 million General Fund budget is comprised of five separate expenditure objects or categories. The largest is for Personal Services costs, which are made up of wages and fringe benefits and comprise 67.7% of the total budget. Supplies made up primarily of operating supplies total 5.4% of the Budget.

Other Services/Charges total 25.5% of the budget and are primarily used to provide for contractual services, property and liability insurances, utility bills, and legal services. Departmental Capital Outlay represents .3% of the General Fund budget. Other Financing Uses accounts for the transfer of \$10,000 to the Community Fair Fund and \$668,000 to the newly formed Budget Stabilization Fund.

The total \$2.3 million increase in General Fund expenditures can best be explained by the following illustration showing where the expenditure changes have occurred.

	Dollar Change	% Change
Personal Services	\$1,296,210	3.4
Supplies	785,990	33.9
Other Services/Charges	538,090	3.8
Capital Outlay	(950,550)	-86.2
Other Financing Uses	668,000	66.8
<b>Total</b>	<b>\$2,337,740</b>	<b>4.2</b>

**Personal Services** increased by \$1,296,210 or 3.4% over last year's Budget. Wages for all employees increased by \$622,570. Increased hospitalization and workers compensation insurance expenses contributed to the overall increase.

The City will continue to pre-fund General and Police & Fire employee retirees' medical costs as a percent of payroll. An actuarial study has recommended that the City pre-fund these costs in order to offset large future liabilities. This funding is included in retirement line item.

The budget includes funding for 490 full-time positions. This reflects an increase of one full-time employee.

The total number of part-time employees has also increased due to the opening of our new Community Center.

**Supplies** increased by \$785,990 or 33.9%. This large increase is attributable to recognizing purchases of individual items under \$5,000 as operating supplies. Over \$740,000 of the increase is due to the reclassifying of Library books, magazines and audio-visual materials from Capital to Operating Supplies.

# EXECUTIVE SUMMARY

**Other Services/Charges** increased by \$538,090 or 3.8%. The overall increase is primarily due to increases in contractual services; public utilities; and physical examinations.

**Capital Outlay** has decreased by \$950,550. We have instituted a new capitalization policy where items in excess of \$5,000 will be capitalized, i.e., Library books and magazines.

***A complete list of all capital equipment, vehicles, and projects that are budgeted is located in the Capital Projects section of this document.***

**Other Financing Uses** increased by \$668,000. This activity contains a transfer of \$10,000 to the Community Fair Fund and \$668,000 to the Budget Stabilization Fund.

## **Expenditures by Budgetary Center**

The City's General Fund can be further broken down to the departmental or budgetary center level. These budgetary centers comprise the nine City operating departments as well as other ancillary expenditure cost centers.

## **WATER AND SEWER FUND:**

The Water and Sewer Fund is a completely self-supporting activity that does not receive funding from property taxes or any other City Fund. It is designed to break even, as well as provide funding for improvements to the system, and is expressly for the purpose of providing water distribution and sewer disposal services to the City of Troy's residents and businesses.

The City purchases its water and sewage disposal services from the City of Detroit, which directly influences the rates that we charge. The City of Detroit increased its water and sewer rates that it charges the City of Troy effective July 1, 2003.

The Detroit water rate will increase by 3.5% from \$10.41 to \$10.77 per thousand cubic feet. The Southeast Oakland County Sewer District

rate will increase by 6.15% from \$8.76 to \$9.30 per thousand cubic feet after including the

Oakland County Drain Commission charges. The Evergreen-Farmington Sewer District rate will decrease by 5.2% from \$12.29 to \$11.65.

The Budget recommends that the water and sewer rates increase by \$.72 and \$1.98 per MCF, respectively. This rate increase will result in a 10.0% increase in the water and sewer rate per MCF.

The average residential customer uses 2.9 MCF per quarter, which would equate to a quarterly bill of \$86.13 using the proposed rates, equal to an increase of \$7.83 per quarter or \$31.32 per year.

The system is expected to operate in the coming year with operating revenues meeting operating expenses. There are, however, large Capital expenditures being made in both funds (Water - \$8,911,000 and Sewer - \$3,379,600).

The City continues to control its discretionary costs within this Fund and provide the necessary equipment to properly maintain the system.



**CITY OF TROY**  
**2003/04 ALL FUNDS COMBINED SUMMARY**  
**OF REVENUES, EXPENDITURES AND FUND BALANCE**

DESCRIPTION	General	Special Revenue	Debt Service	Capital Projects Special Assessment
<b><u>REVENUE</u></b>				
Taxes	\$ 31,065,440	\$ 3,870,000	\$ 3,497,070	\$ 7,594,000
Licenses & Permits	1,568,500	-	-	-
Federal Grants	50,000	213,290	-	-
State Grants	7,637,000	4,650,000	-	7,454,250
Contributions - Local	120,000	-	-	-
Charges for Service	5,681,760	149,450	-	160,000
Fines and Forfeits	1,027,000	-	-	-
Interest and Rents	1,040,700	110,000	152,000	710,000
Other Revenue	350,940	-	-	300,000
<b>REVENUE</b>	<b>\$ 48,541,340</b>	<b>\$ 8,992,740</b>	<b>\$ 3,649,070</b>	<b>\$ 16,218,250</b>
<b><u>EXPENDITURES</u></b>				
Personal Service Control	\$ 39,224,640	\$ 163,260	\$ -	\$ -
Supplies	3,105,880	30,890	-	-
Other Services/Charges	14,759,110	4,585,390	59,730	-
Capital Outlay	151,750	-	-	31,709,350
Debt Service	-	-	4,141,970	144,880
<b>EXPENDITURES</b>	<b>\$ 57,241,380</b>	<b>\$ 4,779,540</b>	<b>\$ 4,201,700</b>	<b>\$ 31,854,230</b>
<b><u>OTHER FINANCING SOURCES</u></b>				
Bond Proceeds				
Operating Transfer In	\$ 9,378,040	\$ 880,700	\$ 3,965,940	\$ 19,043,980
<b>OTHER FINANCING SOURCES</b>	<b>9,378,040</b>	<b>880,700</b>	<b>3,965,940</b>	<b>19,043,980</b>
<b><u>OTHER FINANCING USES</u></b>				
Operating Transfer Out	\$ 678,000	\$ 5,115,470	\$ 3,413,310	\$ 3,408,000
<b>OTHER FINANCING USES</b>	<b>678,000</b>	<b>5,115,470</b>	<b>3,413,310</b>	<b>3,408,000</b>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	(21,570)	-	-
BEGINNING FUND BALANCE	15,125,529	4,917,710	12,879,300	10,114,080
<b>ENDING FUND BALANCE</b>	<b>\$ 15,125,529</b>	<b>\$ 4,896,140</b>	<b>\$ 12,879,300</b>	<b>\$ 10,114,080</b>

**CITY OF TROY**  
**2003/04 ALL FUNDS COMBINED SUMMARY**  
**OF REVENUES, EXPENDITURES AND FUND BALANCE**

DESCRIPTION	Enterprise	Internal Service	Total All Funds
<b><u>REVENUE</u></b>			
Taxes	\$ -	\$ -	\$ 46,026,510
Licenses & Permits	-	-	1,568,500
Federal Grants	-	-	263,290
State Grants	-	-	19,741,250
Contributions - Local	-	-	120,000
Charges for Service	21,748,650	3,633,960	31,373,820
Fines and Forfeits	-	-	1,027,000
Interest and Rents	867,000	3,669,040	6,548,740
Other Revenue	-	4,077,400	4,728,340
<b>REVENUE</b>	<b>\$ 22,615,650</b>	<b>\$ 11,380,400</b>	<b>\$ 111,397,450</b>
<b><u>EXPENDITURES</u></b>			
Personal Service Control	\$ 3,605,560	\$ 7,277,230	\$ 50,270,690
Supplies	798,570	1,229,310	5,164,650
Other Services/Charges	17,126,690	3,424,500	39,955,420
Capital Outlay	12,485,600	1,360,400	45,707,100
Debt Service	17,000	-	4,303,850
<b>EXPENDITURES</b>	<b>\$ 34,033,420</b>	<b>\$ 13,291,440</b>	<b>\$ 145,401,710</b>
<b><u>OTHER FINANCING SOURCES</u></b>			
Bond Proceeds			
Operating Transfer In	\$ -	\$ -	\$ -
<b>OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>OTHER FINANCING USES</u></b>			
Operating Transfer Out	\$ -	\$ -	\$ -
<b>OTHER FINANCING USES</b>	<b>-</b>	<b>-</b>	<b>-</b>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	-	(21,570)
BEGINNING FUND BALANCE	-	-	43,036,619
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,015,049</b>

Only operating revenues and expenses are shown for the Enterprise and Internal Service Funds.

**CITY OF TROY**  
**ALL FUNDS - COMBINED HISTORICAL SUMMARY**  
**OF REVENUES, EXPENDITURES AND FUND BALANCE**

DESCRIPTION	2001 Actual	2002 Projected	2003 Budget
<b><u>REVENUE</u></b>			
Taxes	\$ 43,235,562	\$ 45,055,950	\$ 46,026,510
Licenses & Permits	1,522,133	1,476,500	1,568,500
Federal Grants	569,310	549,000	263,290
State Grants	15,769,176	15,417,160	19,741,250
Contributions - Local	1,850,839	4,800,550	120,000
Charges for Service	5,210,642	5,311,460	5,991,210
Fines and Forfeits	1,171,749	925,000	1,027,000
Interest and Rents	2,956,931	2,111,500	2,012,700
Other Revenue	1,096,585	1,491,600	650,940
<b>REVENUE</b>	<b>\$ 73,382,927</b>	<b>\$ 77,138,720</b>	<b>\$ 77,401,400</b>
<b><u>EXPENDITURES</u></b>			
Personal Service Control	\$ 34,685,289	\$ 37,084,658	\$ 39,387,900
Supplies	1,923,313	2,206,635	3,136,770
Other Services/Charges	16,333,916	18,552,301	19,404,230
Capital Outlay	54,656,994	45,395,060	32,469,100
Debt Service	5,102,034	4,200,090	4,286,850
<b>EXPENDITURES</b>	<b>\$ 112,701,546</b>	<b>\$ 107,438,744</b>	<b>\$ 98,684,850</b>
<b><u>OTHER FINANCING SOURCES</u></b>			
Bond Proceeds	\$ 32,968,510	\$ 40,500,000	\$ -
Operating Transfer In	25,244,583	23,008,820	33,268,660
<b>OTHER FINANCING SOURCES</b>	<b>\$ 58,213,093</b>	<b>\$ 63,508,820</b>	<b>\$ 33,268,660</b>
<b><u>OTHER FINANCING USES</u></b>			
Operating Transfer Out	\$ 9,831,930	\$ 7,441,390	\$ 12,006,780
<b>OTHER FINANCING USES</b>	<b>\$ 9,831,930</b>	<b>\$ 7,441,390</b>	<b>\$ 12,006,780</b>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 9,062,544	\$ 25,767,406	\$ (21,570)
BEGINNING FUND BALANCE	45,640,224	51,023,985	43,036,619
<b>ENDING FUND BALANCE</b>	<b>\$ 54,702,768</b>	<b>\$ 76,791,391</b>	<b>\$ 43,015,049</b>

Enterprise and Internal Service Fund revenue and expenses are excluded from the fund balance calculation.

# CITY OF TROY

## REVENUE COMPARISON

### ALL FUNDS

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>CAPITAL</u></b>				
Capital Fund	\$ 40,181,648	\$ 37,854,950	\$ 48,249,560	\$ 30,217,160
Special Assessment Fund	599,186	700,000	700,000	2,035,070
PROP A Streets Fund	6,953,748	-	-	-
PROP B Police/Fire Fund	1,187,719	14,502,000	8,187,120	2,610,000
PROP C Recreation Fund	9,532,127	14,817,000	10,062,970	400,000
<b>CAPITAL</b>	<b>\$ 58,454,428</b>	<b>\$ 67,873,950</b>	<b>\$ 67,199,650</b>	<b>\$ 35,262,230</b>
<b><u>DEBT SERVICE</u></b>				
General Debt Service Fund	\$ 4,013,996	\$ 3,697,640	\$ 3,697,000	\$ 3,649,070
1995 Bond Debt Retirement	319,575	309,630	309,630	323,890
2000MTF Bond Debt Retirement	1,422,120	1,464,840	1,464,840	228,740
PROP A Bond Debt Retirement	386,776	698,140	698,140	763,360
PROP B Bond Debt Retirement	208,584	269,000	1,628,980	1,391,440
PROP C Bond Debt Retirement	737,331	1,175,760	1,175,760	1,258,510
<b>DEBT SERVICE</b>	<b>\$ 7,088,382</b>	<b>\$ 7,615,010</b>	<b>\$ 8,974,350</b>	<b>\$ 7,615,010</b>
<b><u>ENTERPRISE</u></b>				
SEC 1 Golf Course Fund	\$ -	\$ -	\$ -	\$ 103,000
Sylvan Glen Golf Course Fund	1,446,503	1,455,950	1,570,690	1,391,060
Aquatic Center Fund	388,507	410,130	395,600	459,620
Sewer Fund	9,060,618	9,185,000	9,095,000	9,930,000
Water Fund	11,413,997	10,594,000	10,698,000	10,743,500
<b>ENTERPRISE</b>	<b>\$ 22,309,625</b>	<b>\$ 21,645,080</b>	<b>\$ 21,759,290</b>	<b>\$ 22,627,180</b>
<b><u>GENERAL FUND</u></b>				
General Fund	\$ 55,924,639	\$ 54,716,160	\$ 55,581,640	\$ 57,919,380
<b>GERNERAL FUND</b>	<b>\$ 55,924,639</b>	<b>\$ 54,716,160</b>	<b>\$ 55,581,640</b>	<b>\$ 57,919,380</b>
<b><u>INTERNAL SERVICE</u></b>				
Unemployment Compensation Fund	\$ 36,800	\$ 25,000	\$ 46,000	\$ 25,000
Worker's Comp Reserve Fund	464,456	797,000	392,000	608,980
Building Operations Maintenance Fund	1,298,270	1,550,860	1,664,960	1,904,810
Infromation Technology Fund	1,007,457	1,147,670	1,151,670	1,643,380
Fleet Maintenance Fund	4,796,941	5,273,680	5,517,380	5,134,250
Compensated Absences Fund	3,958,687	3,930,000	3,800,000	4,000,000
<b>INTERNAL SERVICE</b>	<b>\$ 11,562,611</b>	<b>\$ 12,724,210</b>	<b>\$ 12,572,010</b>	<b>\$ 13,316,420</b>
<b><u>SPECIAL REVENUE</u></b>				
Community Fair Fund	\$ 11,715	\$ 157,410	\$ 189,250	\$ 158,950
Major Street Fund	4,195,161	3,963,820	3,741,820	3,485,910
Local Street Fund	1,726,824	1,721,780	1,686,780	1,629,560
Refuse Fund	3,725,979	4,387,950	4,153,840	4,385,730
Comm Dev Block Grant Fund	468,893	211,460	213,290	213,290
<b>SPECIAL REVENUE</b>	<b>\$ 10,128,572</b>	<b>\$ 10,442,420</b>	<b>\$ 9,984,980</b>	<b>\$ 9,873,440</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 165,468,257</b>	<b>\$ 175,016,830</b>	<b>\$ 176,071,920</b>	<b>\$ 146,613,660</b>

# CITY OF TROY

## EXPENDITURE COMPARISON

### ALL FUNDS

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>CAPITAL</u></b>				
Capital Fund	\$ 31,261,986	\$ 29,104,760	\$ 48,249,560	\$ 30,217,160
Special Assessment Fund	608,560	346,220	186,560	2,035,070
PROP A Streets Fund	47,814	-	-	-
PROP B Police/Fire Fund	4,683,880	9,146,440	5,000,000	2,610,000
PROP C Recreation Fund	18,284,041	6,065,000	10,062,970	400,000
<b>CAPITAL</b>	<b>\$ 54,886,281</b>	<b>\$ 44,662,420</b>	<b>\$ 63,499,090</b>	<b>\$ 35,262,230</b>
<b><u>DEBT SERVICE</u></b>				
General Debt Service Fund	\$ 2,226,072	\$ 2,317,020	\$ 3,697,000	\$ 3,649,070
1995 Bond Debt Retirement	319,575	309,630	309,630	323,890
2000MTF Bond Debt Retirement	1,421,813	1,464,840	1,464,840	228,740
PROP A Bond Debt Retirement	386,776	698,140	698,140	763,360
PROP B Bond Debt Retirement	208,584	269,000	1,628,980	1,391,440
PROP C Bond Debt Retirement	737,331	1,175,760	1,175,760	1,258,510
MBA - Community Center Fund	674	-	-	-
<b>DEBT SERVICE</b>	<b>\$ 5,300,825</b>	<b>\$ 6,234,390</b>	<b>\$ 8,974,350</b>	<b>\$ 7,615,010</b>
<b><u>ENTERPRISE</u></b>				
SEC 1 Golf Course Fund	\$ -	\$ -	\$ -	\$ 58,910
Sylvan Glen Golf Course Fund	1,356,976	1,455,950	1,570,690	1,391,060
Aquatic Center Fund	548,324	556,410	659,700	628,120
Sewer Fund	11,320,556	10,604,240	12,207,660	13,299,980
Water Fund	12,628,461	13,986,970	19,070,130	19,553,310
<b>ENTERPRISE</b>	<b>\$ 25,854,317</b>	<b>\$ 26,603,570</b>	<b>\$ 33,508,180</b>	<b>\$ 34,931,380</b>
<b><u>GENERAL FUND</u></b>				
General Fund	\$ 52,563,552	\$ 53,932,714	\$ 55,581,640	\$ 57,919,380
<b>GENERAL FUND</b>	<b>\$ 52,563,552</b>	<b>\$ 53,932,714</b>	<b>\$ 55,581,640</b>	<b>\$ 57,919,380</b>
<b><u>INTERNAL SERVICE</u></b>				
Unemployment Compensation Fund	\$ 27,424	\$ 25,000	\$ 46,000	\$ 25,000
Worker's Comp Reserve Fund	261,892	761,220	392,000	584,000
Building Operations Maintenance Fund	1,298,270	1,550,860	1,664,960	1,904,810
Information Technology Fund	944,631	1,128,830	1,151,670	1,643,380
Fleet Maintenance Fund	4,661,715	5,273,680	5,517,380	5,134,250
Compensated Absences Fund	3,866,332	3,930,000	3,800,000	4,000,000
<b>INTERNAL SERVICE</b>	<b>\$ 11,060,264</b>	<b>\$ 12,669,590</b>	<b>\$ 12,572,010</b>	<b>\$ 13,291,440</b>
<b><u>SPECIAL REVENUE</u></b>				
Community Fair Fund	\$ 62,702	\$ 162,710	\$ 184,770	\$ 180,520
Major Street Fund	3,944,950	3,741,820	3,741,820	3,485,910
Local Street Fund	1,635,000	1,546,670	1,686,780	1,629,560
Refuse Fund	3,671,276	4,387,950	4,153,840	4,385,730
Comm Dev Block Grant Fund	468,893	211,460	213,290	213,290
<b>Special Revenue</b>	<b>\$ 9,782,821</b>	<b>\$ 10,050,610</b>	<b>\$ 9,980,500</b>	<b>\$ 9,895,010</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 159,448,060</b>	<b>\$ 154,153,294</b>	<b>\$ 184,115,770</b>	<b>\$ 158,914,450</b>

**YEAR END  
FUND BALANCE COMPARISON  
ALL FUNDS**

<b>Fund No.</b>	<b>DESCRIPTION</b>	<b>2000 Actual</b>	<b>2001 Actual</b>	<b>2002 Estimate</b>	<b>2003 Budget</b>
	<b><u>GENERAL FUND</u></b>				
101	General Fund	\$ 23,377,896	\$ 21,960,109	\$ 19,326,265	\$15,125,529
	<b><u>SPECIAL REVENUE FUNDS</u></b>				
202	Major Street Fund	\$ 2,733,919	\$ 2,259,180	\$ 2,481,180	\$ 2,325,270
203	Local Street Fund	1,434,902	1,441,726	1,616,836	1,607,276
226	Refuse Fund	1,698,170	1,752,874	1,440,394	985,164
280	Community Development Block Grant	-	-	-	-
103	Community Fair Fund	(13,028)	(50,987)	(5,300)	(21,570)
	<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 5,853,963</b>	<b>\$ 5,402,793</b>	<b>\$ 5,533,110</b>	<b>\$ 4,896,140</b>
	<b><u>DEBT SERVICE FUNDS</u></b>				
301	General Debt Service Fund	\$ 7,112,822	\$ 11,498,680	\$ 12,879,300	\$12,879,300
320	1995 Bond Debt Service Fund	-	-	-	-
375	MBA Community Center Fund	673	-	-	-
354	2000 MTF Debt Service Fund	-	-	-	-
355	Proposal 'A' Streets Debt Service Fund	-	-	-	-
356	Proposal 'B' Police-Fire Fac. Debt Service Fund	-	-	-	-
357	Proposal 'C' Recreation Debt Service Fund	-	-	-	-
	<b>TOTAL DEBT SERVICE FUNDS</b>	<b>\$ 7,113,495</b>	<b>\$ 11,498,680</b>	<b>\$ 12,879,300</b>	<b>\$12,879,300</b>
	<b><u>CAPITAL PROJECTS/SPECIAL ASSESSMENT FUNDS</u></b>				
401	Capital Projects Fund	\$ 18,604,916	\$ 15,953,617	\$ 24,703,807	\$ 1,347,603
403	Special Assessment Fund	9,857,140	9,847,767	10,201,547	8,766,477
406	Proposal 'B' Police-Fire Facilities Fund	737,249	(2,758,912)	2,596,648	-
407	Proposal 'C' Recreation Fund	1,550,628	(7,201,286)	1,550,714	-
	<b>TOTAL CAPITAL PROJECTS/SPECIAL ASSESSMENT FUNDS</b>	<b>\$ 30,749,933</b>	<b>\$ 15,841,186</b>	<b>\$ 39,052,716</b>	<b>\$10,114,080</b>
	<b>TOTAL ALL FUNDS</b>	<b>\$ 67,095,287</b>	<b>\$ 54,702,768</b>	<b>\$ 76,791,391</b>	<b>\$43,015,049</b>

NOTE: Enterprise and Internal Service Fund Retained Earnings are not shown as the Audit shows these amounts.

\$21.4 million

# City of Troy

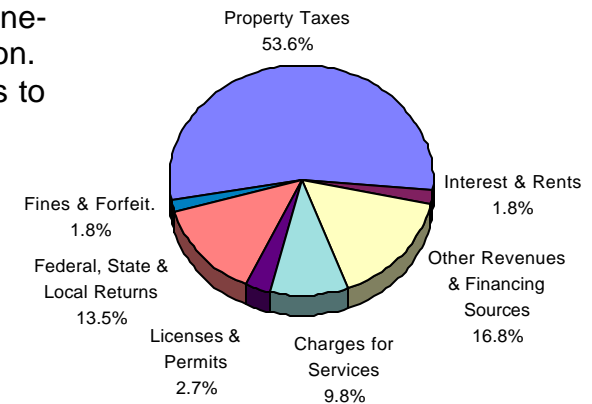
## How the City Allocates Its Money

2003/04 General Fund Budget: \$57.9 million - \$683 per resident (pop. 84,841 1/03)

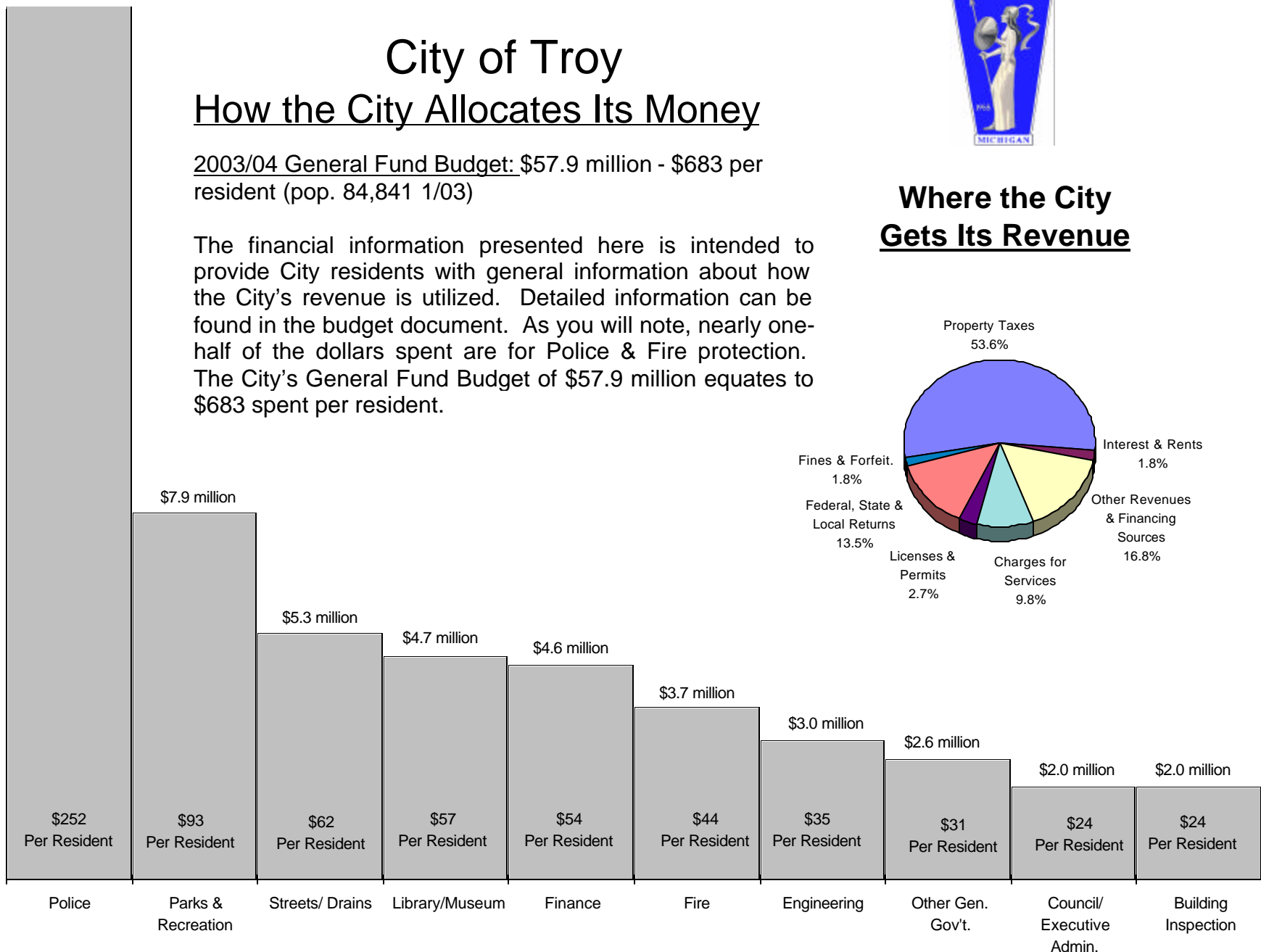
The financial information presented here is intended to provide City residents with general information about how the City's revenue is utilized. Detailed information can be found in the budget document. As you will note, nearly one-half of the dollars spent are for Police & Fire protection. The City's General Fund Budget of \$57.9 million equates to \$683 spent per resident.



## Where the City Gets Its Revenue



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# MILLAGE RATES FOR TROY CITIZENS

TAXING ENTITY	1997/98	1998/99	1999/00	2000/01	2001/02	2002/03	2003/04
<b><u>TAX RATE SHOWN IN MILLS</u></b>							
Troy School District	\$ 12.40	\$ 11.71	\$ 11.36	\$10.70	\$ 10.06	\$ 9.74	\$ 9.74
Oakland County Government	4.82	4.66	4.65	4.65	4.64	4.65	4.65
Oakland County Community College	1.65	1.65	1.63	1.61	1.60	1.61	1.61
Intermediate School District	2.13	2.12	2.10	2.08	3.45	3.42	3.42
S.M.A.R.T.	0.33	0.33	0.33	0.32	0.32	0.60	0.60
State Education	6.00	6.00	6.00	6.00	6.00	6.00	5.00
City of Troy	9.48	9.48	9.48	9.48	9.48	9.45	9.45
<b>TOTAL MILLAGE RATES</b>	<b>\$ 36.81</b>	<b>\$ 35.95</b>	<b>\$ 35.55</b>	<b>\$34.84</b>	<b>\$ 35.55</b>	<b>\$ 35.47</b>	<b>\$34.47</b>

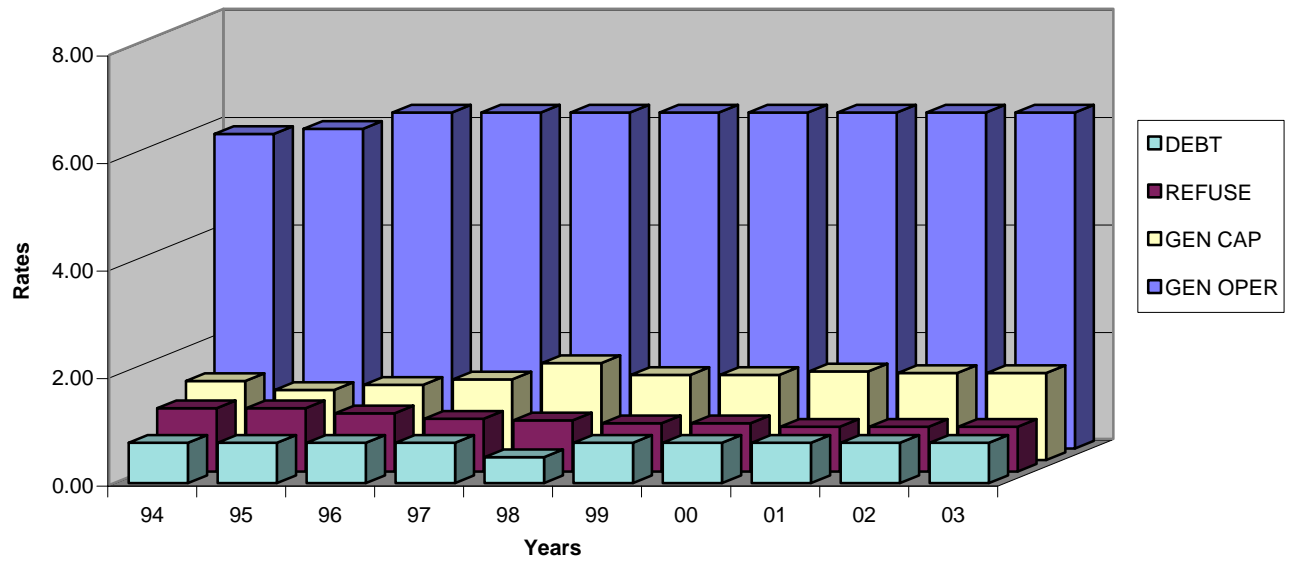
Note: Millage rates are estimated for other taxing jurisdictions.

<b>Average Residential Taxable Value</b>	<b>80,376</b>	<b>83,992</b>	<b>88,524</b>	<b>90,477</b>	<b>95,798</b>	<b>103,432</b>	<b>106,864</b>
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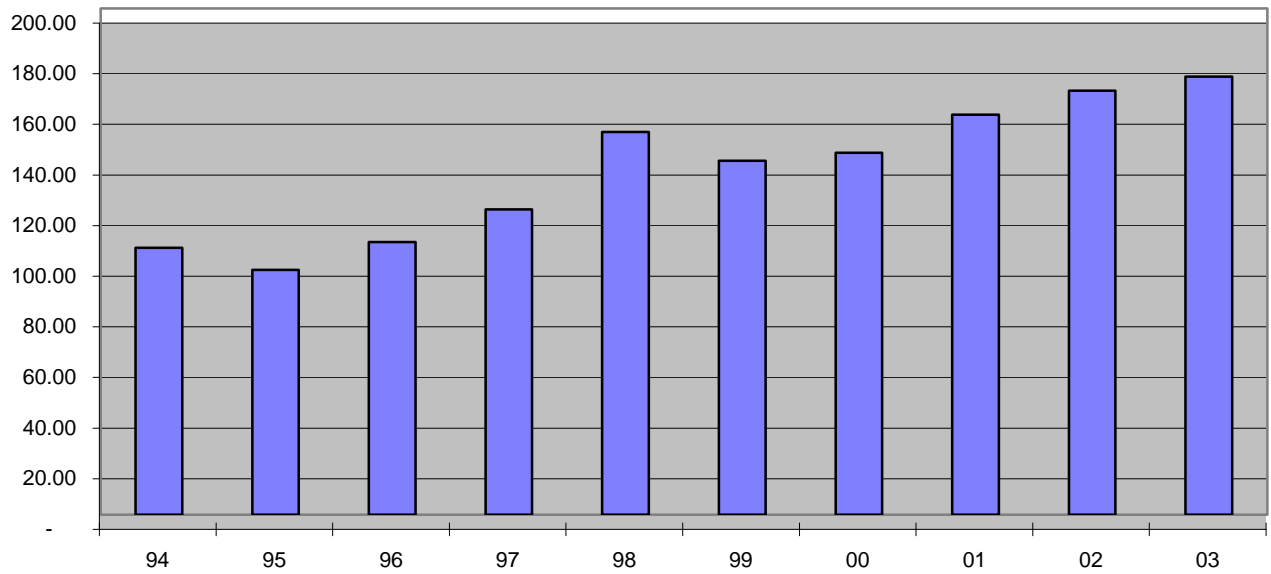
TAXING ENTITY	1997/98	1998/99	1999/00	2000/01	2001/02	2002/03	2003/04
<b><u>AVERAGE TAX RATES SHOWN IN DOLLARS</u></b>							
Troy School District	\$997	\$984	\$1,006	\$968	\$964	\$1,007	\$1,041
Oakland County Government	387	391	412	421	445	480	497
Oakland County Community College	133	139	144	147	154	166	172
Intermediate School District	171	178	186	190	199	354	365
S.M.A.R.T.	27	28	29	30	31	62	64
State Education	482	504	531	543	575	621	534
City of Troy	762	796	839	858	908	977	1,010
<b>TOTAL DOLLARS</b>	<b>\$2,959</b>	<b>\$3,020</b>	<b>\$3,147</b>	<b>\$3,157</b>	<b>\$3,276</b>	<b>\$3,667</b>	<b>\$3,683</b>

Note: Average tax rates are based on residential homestead property within the Troy School District.

### City of Troy Millage Rates

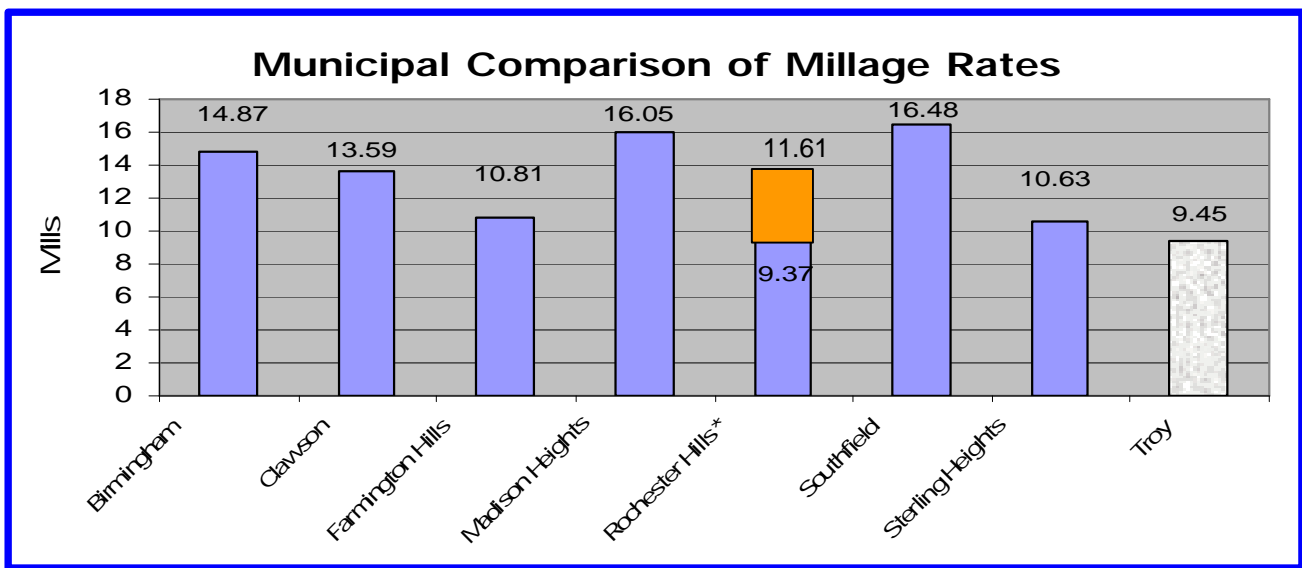


### Average City Taxes Paid for Capital Improvements



## SUMMARY OF MILLAGE REQUIREMENTS

	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	Proposed 2003-04
Gen. Oper.	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25
Refuse	1.08	0.98	0.95	0.90	0.90	0.83	0.83	0.83
Capital	1.40	1.50	1.80	1.58	1.58	1.65	1.62	1.62
Debt	0.75	0.75	0.48	0.75	0.75	0.75	0.75	0.75
Total	9.48	9.48	9.48	9.48	9.48	9.48	9.45	9.45

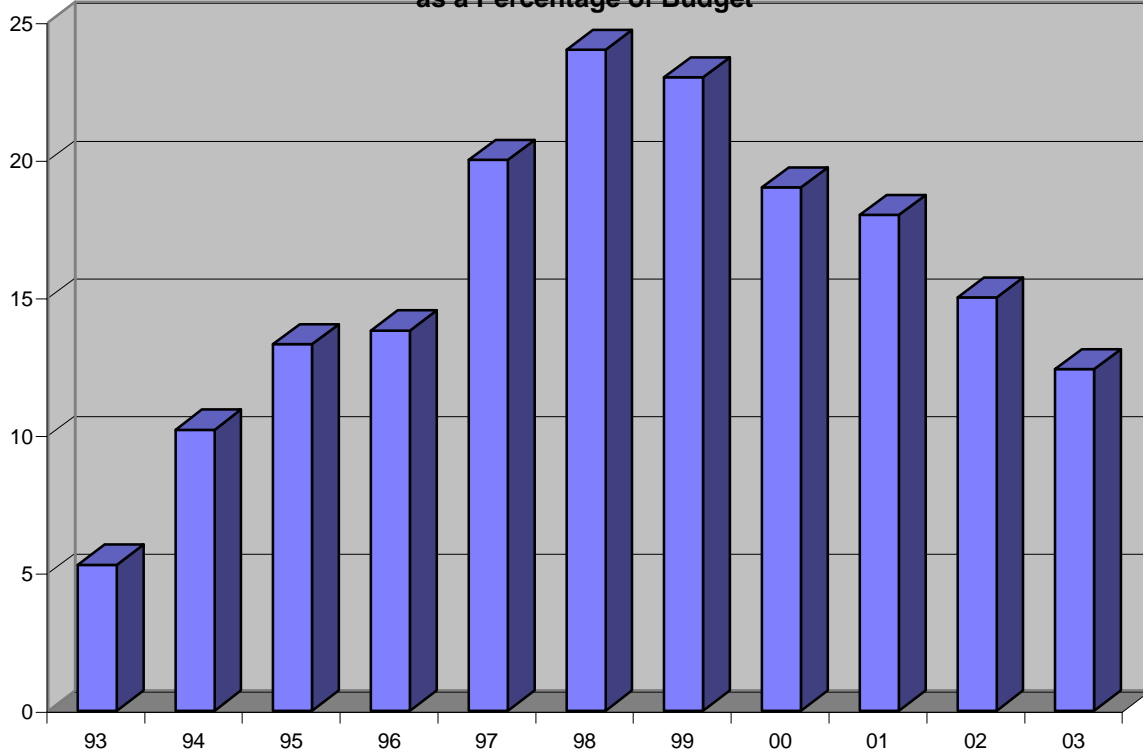


\*Including estimate tax rate for refuse collection.

**CITY OF TROY  
GENERAL FUND  
REVENUE, EXPENDITURES AND  
FUND BALANCE**

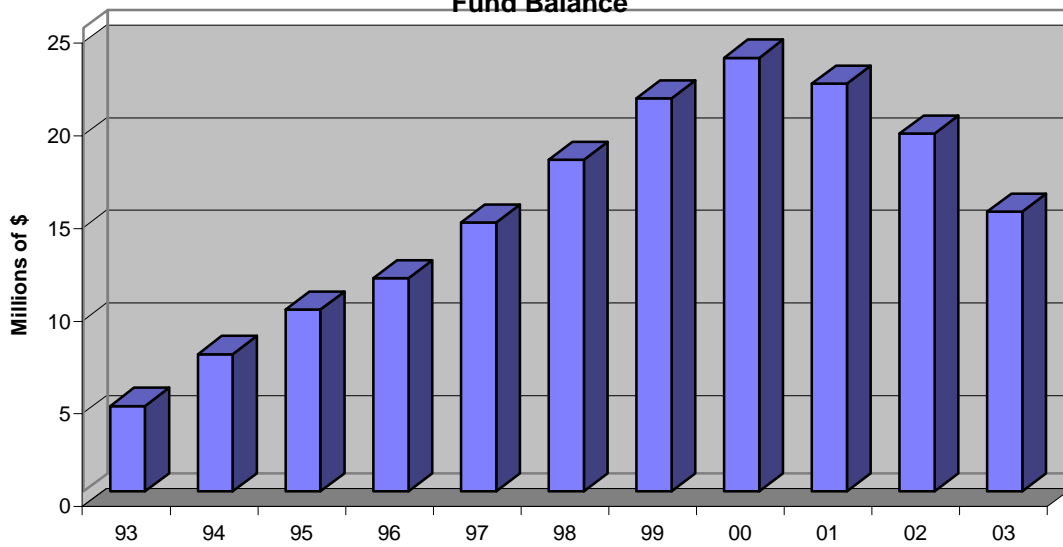
DESCRIPTION	1999 Actual	2000 Actual	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>						
Taxes	\$ 26,375,627	\$ 27,295,287	\$ 29,085,526	\$ 30,388,690	\$ 30,313,690	\$ 31,065,440
Licenses & Permits	2,221,450	2,048,206	1,522,133	1,476,500	1,572,700	1,568,500
Federal Grants	59,842	111,937	69,453	215,000	88,400	50,000
State Grants	7,624,576	8,366,634	8,492,956	7,841,000	8,138,000	7,637,000
Contributions - Local	107,585	118,646	159,268	131,400	95,800	120,000
Charges for Services	4,104,807	4,750,271	4,915,656	4,787,900	4,949,200	5,681,760
Fines and Forefeits	836,035	1,061,310	1,171,749	925,000	905,000	1,027,000
Interest and Rents	2,678,462	1,623,268	1,155,235	857,700	1,317,700	1,040,700
Other Revenue	329,422	399,843	364,693	344,600	330,200	350,940
<b>REVENUE</b>	<b>\$ 44,337,806</b>	<b>\$ 45,775,402</b>	<b>\$ 46,936,669</b>	<b>\$ 46,967,790</b>	<b>\$ 47,710,690</b>	<b>\$ 48,541,340</b>
<b><u>OTHER FINANCING SOURCES</u></b>						
Operating Transfer In	\$ 6,811,150	\$ 7,306,505	\$ 8,987,970	\$ 7,748,370	\$ 7,870,950	\$ 9,378,040
<b>TOTAL REVENUE AND SOURCES</b>	<b>\$ 51,148,956</b>	<b>\$ 53,081,907</b>	<b>\$ 55,924,639</b>	<b>\$ 54,716,160</b>	<b>\$ 55,581,640</b>	<b>\$ 57,919,380</b>
<b><u>EXPENDITURES</u></b>						
Building Inspection	\$ 1,382,287	\$ 1,500,807	\$ 1,697,480	\$ 1,797,020	\$ 1,893,800	\$ 1,978,860
Council/Executive Administration	1,354,890	1,518,969	1,705,181	1,859,031	1,872,490	1,956,950
Engineering	2,060,719	2,461,572	2,634,796	2,707,560	2,960,850	3,018,400
Finance	3,556,813	3,685,811	3,919,479	4,345,120	4,602,740	4,642,530
Fire	2,724,882	2,871,401	3,313,576	3,494,650	3,480,250	3,683,410
Library/Museum	3,078,029	3,499,982	4,042,658	4,619,080	4,737,180	4,744,000
Other General Government	1,573,943	1,894,360	1,979,299	2,198,550	2,239,420	2,555,680
Police	17,502,825	18,416,034	19,673,920	20,430,530	20,575,040	21,426,110
Parks & Recreation	5,207,009	5,347,912	6,182,359	7,324,303	7,789,320	7,910,940
Streets	3,909,513	4,356,799	4,495,513	5,146,870	5,420,550	5,324,500
<b>EXPENDITURES</b>	<b>\$ 42,350,910</b>	<b>\$ 45,553,647</b>	<b>\$ 49,644,261</b>	<b>\$ 53,922,714</b>	<b>\$ 55,571,640</b>	<b>\$ 57,241,380</b>
<b><u>OTHER FINANCING USES</u></b>						
Operating Transfer Out	1,800,000	1,810,000	2,919,290	10,000	10,000	678,000
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 44,150,910</b>	<b>\$ 47,363,647</b>	<b>\$ 52,563,551</b>	<b>\$ 53,932,714</b>	<b>\$ 55,581,640</b>	<b>\$ 57,919,380</b>
Excess of Revenue Over (Under)	6,998,046	5,718,260	3,361,088	783,446	-	-
<b><u>BEGINNING FUND BALANCE</u></b>						
General Fund	14,213,724	17,659,636	18,599,021	18,542,819	18,542,819	15,125,529
<b>ENDING FUND BALANCE</b>	<b>\$ 21,211,770</b>	<b>\$ 23,377,896</b>	<b>\$ 21,960,109</b>	<b>\$ 19,326,265</b>	<b>\$ 18,542,819</b>	<b>\$ 15,125,529</b>

**General Fund  
Unreserved/Undesignated Fund Balance  
as a Percentage of Budget**



Unreserved/Undesignated Fund Balance is the amount available for appropriation

**General Fund  
Fund Balance**



This graph shows the cumulative result of excess revenues over (under) expenditures in the General Fund

# GENERAL FUND REVENUES

## CITY TAXES:

**The City's major source of revenue comes from property taxes. This revenue is calculated by multiplying the taxable valuation of the property by the specific tax levy for General Operations. If either of these variables increases or decreases, a relative change to the City tax revenue will be experienced.**

In the 2003/04 Budget, operating City tax revenue represents 53.6% of total revenue sources, an increase of \$751,750 or 2.5% over the fiscal year 2002/03 Budget. The City's Taxable Valuation (TV) increased by 2.6% due to new

construction and a 1.5% valuation adjustment on most existing real property.

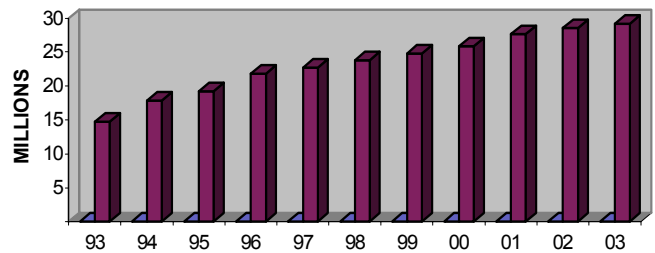
The General Operations tax levy for the 2003/04 fiscal year is 6.25 mills per \$1,000 Taxable Value. The operating millage rate remains at the same level for the past seven years.

The City's total tax rate of 9.45 mills remains at the same level for two straight years. The operating millage rate of 7.87 mills (General Operating – 6.25 and Capital – 1.62) continues to be below the 10.00 millage rate established by City Charter and below the 8.53 Headlee maximum allowable levy.

## LICENSES AND PERMITS:

The revenue source of Licenses and Permits is made up of Business Licenses and Permits and Non-Business Licenses and Permits. This revenue source represents 2.7% of total revenue sources.

## PROPERTY TAX REVENUE



This revenue is generated by fees charged to individuals and businesses for the building of new structures as well as improvements made to existing structures. Improvements such as central air conditioning, furnace replacement, electrical and plumbing modifications, fences also require permits.

The largest source of revenue is generated by Building Permits, which accounts for \$850,000 or 54.2% of the total Licenses and Permits.

In recognition of the fact that the City is over 90% developed, this source of revenue is being scaled back starting with the 2002/03 Budget. City staff went through an extensive review of all license and permit fees during the 2002/03 fiscal year and fees were adjusted upward to cover the actual cost of services performed.

## FEDERAL, STATE AND LOCAL RETURNS:

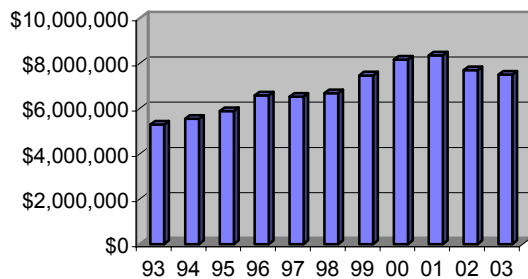
Another major source of revenue to the City is Federal, State & Local returns. This source of revenue is comprised of grants from the Federal, State, and County levels of government. The major source in this revenue category is State revenue sharing. State revenue sharing amounts to \$7.5 million and 12.9% of total General Fund revenue.

# GENERAL FUND REVENUES

The main revenue source the State uses in determining this distribution is sales tax collections. This source of revenue has come under pressure due to the state of the economy. We continue to be conservative in our revenue estimates.

The distribution of State shared revenue is based on population and relative tax efforts at the time of the distribution.

STATE SHARED REVENUE



## CHARGES FOR SERVICES:

Charges for services are broken into the following four categories: Fees, Services Rendered, Sales and Uses.

In total this revenue source generates \$5.7 million or 9.8% of total General Fund revenue.

The major sources of revenue are CATV franchise fees, Parks & Recreation program fees, Community Center pass fees and Engineering fees. The large increase in Community Center and Community Center program revenue is attributable to the opening of our new 135,000 square foot facility. Membership and class fees account for this increase.

## FINES AND FORFEITS:

The revenues are comprised of County reimbursement of Ordinance violations,

Drug Forfeiture proceeds, false alarms and Library book fines.

## INTERESTS AND RENTS:

The revenue generated in this category comes from various building rentals and investment income. Investment income is projected to generate \$600,000 in revenue.

Investment income projections are down significantly from previous years due to the current interest rate climate. We will continue to closely monitor this source of revenue during the upcoming year.

## OTHER REVENUE:

This source of revenue is comprised of contributions, administrative charges to other funds and refunds. This source of revenue generates \$350,940 or .6% of the General Fund revenue.

## OTHER FINANCING SOURCES:

The two main revenue sources are the utilization of the General Fund undesignated unreserved Fund Balance and the transfer from Major and Local Streets. The Major and Local Streets revenue source is made up of State gasoline and weight taxes that are returned to the City based-population and number of miles of streets.

The City has designated a portion of Fund Balance for the past several years as a means to balance the budget. Since we rely on a substantial amount to balance the budget, we take a very conservative approach in projecting revenues and monitor expenditures very closely.

**CITY OF TROY**  
**GENERAL FUND**  
**REVENUE SUMMARY BY ACCOUNT**

ACCOUNT NUMBER AND NAME	2001 Actual	2002 Projected	2002 Budget	%	2003 Budget	%
<b>4000 REVENUE</b>						
<b><u>4401 TAXES</u></b>						
4402 Property Taxes	\$ 27,200,158	\$ 28,400,000	\$ 28,560,000	51.38	\$ 29,143,750	50.32
4423 Mobile Home Tax	1,692	1,690	1,690	0.00	1,690	0.00
4427 Sr Citizen Housing	26,192	22,000	12,000	0.02	20,000	0.03
4445 Tax Penalties & Interest	393,325	410,000	340,000	0.61	400,000	0.69
4447 Administration Fee	1,464,159	1,555,000	1,400,000	2.52	1,500,000	2.59
<b>4401 TAXES</b>	<b>\$ 29,085,526</b>	<b>\$ 30,388,690</b>	<b>\$ 30,313,690</b>	<b>54.54</b>	<b>\$ 31,065,440</b>	<b>53.64</b>
<b><u>4450 LICENSES &amp; PERMITS</u></b>						
4452 Electric,Plumbing,Heat	\$ 13,624	\$ 15,000	\$ 18,000	0.03	\$ 18,000	0.03
4453 Builders	-	-	2,500	0.00	-	-
4454 Sign Erectors	-	-	700	0.00	-	-
4455 Service Stations	6,189	6,000	6,000	0.01	6,000	0.01
4456 Amusements	17,849	15,000	15,000	0.03	15,000	0.03
4475 Other	3,673	5,000	5,000	0.01	5,000	0.01
<b><u>4451 BUSINESS LICENSES &amp; PERMITS</u></b>	<b>\$ 41,335</b>	<b>\$ 41,000</b>	<b>\$ 47,200</b>	<b>0.08</b>	<b>\$ 44,000</b>	<b>0.08</b>
4478 Refrigeration & Air Cond	\$ 40,555	\$ 45,000	\$ 45,000	0.08	\$ 45,000	0.08
4479 Building	839,033	800,000	875,000	1.57	850,000	1.47
4480 Electrical	172,723	155,000	155,000	0.28	170,000	0.29
4481 Heating	93,785	92,000	90,000	0.16	95,000	0.16
4482 Plumbing	99,332	90,000	100,000	0.18	100,000	0.17
4483 Animal	30,214	30,000	30,000	0.05	30,000	0.05
4484 Sidewalks	7,988	10,000	10,000	0.02	10,000	0.02
4485 Fence	1,524	1,500	1,500	0.00	1,500	0.00
4486 Sewer Inspection	16,593	25,000	25,000	0.04	25,000	0.04
4487 Right of Way	14,079	14,000	14,000	0.03	14,000	0.02
4488 Multiple Dwelling Inspection	10,970	10,000	8,000	0.01	12,000	0.02
4489 Grading	10,920	15,000	15,000	0.03	15,000	0.03
4490 Fire Protection	57,561	60,000	60,000	0.11	60,000	0.10
4491 Occupancy	35,529	35,000	45,000	0.08	45,000	0.08
4492 Sign	48,405	50,000	50,000	0.09	50,000	0.09
4493 Fireworks	400	-	-	-	-	-
4494 Hazardous Materials	-	2,000	2,000	0.00	2,000	0.00
4500 Miscellaneous	1,190	1,000	-	-	-	-
<b>4476 NON-BUSINESS LICENSES &amp; PERMITS</b>	<b>\$ 1,480,801</b>	<b>\$ 1,435,500</b>	<b>\$ 1,525,500</b>	<b>2.74</b>	<b>\$ 1,524,500</b>	<b>2.63</b>
<b>4450 LICENSES &amp; PERMITS</b>	<b>\$ 1,522,136</b>	<b>\$ 1,476,500</b>	<b>\$ 1,572,700</b>	<b>2.83</b>	<b>\$ 1,568,500</b>	<b>2.71</b>
<b><u>4501 FEDERAL GRANTS</u></b>						
4506 Fed Grant- LLEBG-Mugshot	\$ -	\$ 23,850	\$ 29,100	0.05	\$ 22,000	0.04
4509 Fed Grant- Sch Resource	31,611	31,380	23,500	0.04	-	-
4511 Fed Grant-Identity TF	-	125,040	-	-	-	-
4524 Fed Grant- JAIBG	37,842	34,730	35,800	0.06	28,000	0.05
4505 Fed Grants Pub Safety	69,453	215,000	88,400	0.16	50,000	0.09
<b>4501 FEDERAL GRANTS</b>	<b>\$ 69,453</b>	<b>\$ 215,000</b>	<b>\$ 88,400</b>	<b>0.16</b>	<b>\$ 50,000</b>	<b>0.09</b>
<b><u>4539 STATE GRANTS</u></b>						
4543.402 Criminal Justice	\$ 28,781	\$ 30,000	\$ 30,000	0.05	\$ 30,000	0.05
<b>4543 State Grants Pub Safety</b>	<b>\$ 28,781</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>0.05</b>	<b>\$ 30,000</b>	<b>0.05</b>
4566.LIBRARY Library	\$ 70,958	\$ 67,000	\$ 71,000	0.13	\$ 65,000	0.11
<b>4566 State Grants-Culture</b>	<b>\$ 70,958</b>	<b>\$ 67,000</b>	<b>\$ 71,000</b>	<b>0.13</b>	<b>\$ 65,000</b>	<b>0.11</b>



**CITY OF TROY**  
**GENERAL FUND**  
**REVENUE SUMMARY BY ACCOUNT**

ACCOUNT NUMBER AND NAME		2001 Actual	2002 Projected	2002 Budget	%	2003 Budget	%
4574.020	Liquor Licenses	\$ 44,490	\$ 44,000	\$ 37,000	0.07	\$ 42,000	0.07
4574.030	Sales Tax	8,348,727	7,700,000	8,000,000	14.39	7,500,000	12.95
	<b>4574 State Revenue Sharing</b>	<b>\$ 8,393,217</b>	<b>\$ 7,744,000</b>	<b>\$ 8,037,000</b>	<b>14.46</b>	<b>\$ 7,542,000</b>	<b>13.02</b>
	<b>4539 STATE GRANTS</b>	<b>\$ 8,492,956</b>	<b>\$ 7,841,000</b>	<b>\$ 8,138,000</b>	<b>14.64</b>	<b>\$ 7,637,000</b>	<b>13.19</b>
	<b><u>4580 CONTRIBUTIONS-LOCAL</u></b>						
4582	Public Safety	\$ 28,248	\$ 12,400	\$ 5,000	0.01	\$ 10,000	0.02
4587	Library-Penal Fines	125,496	115,000	90,000	0.16	110,000	0.19
4588	Library-Mini Grants	5,525	2,000	-	-	-	-
4589	County-Siren Reimb	-	2,000	800	0.00	-	-
	<b>4580 CONTRIBUTIONS-LOCAL</b>	<b>\$ 159,269</b>	<b>\$ 131,400</b>	<b>\$ 95,800</b>	<b>0.17</b>	<b>\$ 120,000</b>	<b>0.21</b>
	<b><u>4600 CHARGES FOR SERVICES</u></b>						
4607.010	Animal Impounds	\$ 1,250	\$ 1,000	\$ 1,500	0.00	\$ 1,000	0.00
4607.020	Building Board of Appl	555	400	400	0.00	400	0.00
4607.030	CATV Franchise Fee	811,640	610,000	725,000	1.30	600,000	1.04
4607.040	Non Res Library Card	-	100	100	0.00	100	0.00
4607.050	Miscellaneous	2,300	1,000	-	-	-	-
4607.060	Museum Program Fees	31,536	30,000	25,000	0.04	30,000	0.05
4607.070	Plan Review Fee	55,777	56,000	75,000	0.13	75,000	0.13
4607.080	Platting Fees	520	500	1,500	0.00	5,000	0.01
4607.100	Sign Appeal Fees	-	-	100	0.00	-	-
4607.110	Site Plans	19,600	16,000	20,000	0.04	25,000	0.04
4607.130	Telecommunication Fee	21,466	50,000	50,000	0.09	250,000	0.43
4607.140	Towing Fees	20,170	21,000	25,000	0.04	25,000	0.04
4607.150	Vital Statistics	54,271	58,000	45,000	0.08	64,000	0.11
4607.170	Zoning Board of Appeal	6,065	7,000	10,000	0.02	14,000	0.02
4607.180	Zoning Fees	5,200	7,000	5,000	0.01	20,000	0.03
	<b>4607 Charges/Serv-Fees</b>	<b>\$ 1,030,350</b>	<b>\$ 858,000</b>	<b>\$ 983,600</b>	<b>1.77</b>	<b>\$ 1,109,500</b>	<b>1.92</b>
4626.010	Cemetery-Open & Close	\$ 3,200	\$ 3,000	\$ 3,000	0.01	\$ 3,000	0.01
4626.020	Court Ordered Pmt & In	13,632	11,000	3,000	0.01	5,000	0.01
4626.030	County Road Maint.	245,823	390,000	390,000	0.70	390,000	0.67
4626.060	DPW Services	11,523	15,000	15,000	0.03	15,000	0.03
4626.070	Duplicating & Photostat	9,707	11,000	5,000	0.01	10,000	0.02
4626.080	Election Services	1,023	2,000	2,000	0.00	2,000	0.00
4626.090	Engineering Fees	1,300,265	700,000	700,000	1.26	800,000	1.38
4626.100	Landsc/Tree Pres Plan	5,860	15,000	15,000	0.03	15,000	0.03
4626.110	Microfilming	6,527	6,000	6,000	0.01	6,000	0.01
4626.120	Miscellaneous	30,113	27,000	25,000	0.04	30,000	0.05
4626.125	Passports	-	3,000	-	-	75,000	0.13
4626.130	Police Services-Cont.	63,232	60,000	50,000	0.09	60,000	0.10
4626.140	Police Insp Reports	41,725	40,000	50,000	0.09	50,000	0.09
4626.145	Police APCO Training	258	7,100	8,100	0.01	8,100	0.01
4626.170	ROW Fees	43,380	150,000	150,000	0.27	150,000	0.26
4626.210	Soil Erosion	18,406	15,000	30,000	0.05	25,000	0.04
4626.220	Special ROW Maint	54,124	35,000	35,000	0.06	35,000	0.06
4626.230	Weed Cutting	39,544	40,000	32,000	0.06	40,000	0.07
	<b>4626 Charges/Serv-Render</b>	<b>\$ 1,888,342</b>	<b>\$ 1,530,100</b>	<b>\$ 1,519,100</b>	<b>2.73</b>	<b>\$ 1,719,100</b>	<b>2.97</b>

**CITY OF TROY**  
**GENERAL FUND**  
**REVENUE SUMMARY BY ACCOUNT**

ACCOUNT NUMBER AND NAME		2001 Actual	2002 Projected	2002 Budget	%	2003 Budget	%
4642.010	Abandoned Vehicles	\$ 34,910	\$ 30,000	\$ 50,000	0.09	\$ 30,000	0.05
4642.020	Auction Confiscated Prop.	5,883	5,000	5,000	0.01	5,000	0.01
4642.050	Landscaping & Greenbelt	83,388	80,000	25,000	0.04	75,000	0.13
4642.070	Miscellaneous	4,346	4,500	4,000	0.01	4,000	0.01
4642.080	Printed Materials	4,851	5,000	4,000	0.01	5,000	0.01
4642.100	Recreation & OEC Merch	5,240	14,000	4,000	0.01	14,000	0.02
4642.120	Sign Installations	7,373	3,500	5,000	0.01	5,000	0.01
4642.130	Smart Tickets	5,475	5,500	5,500	0.01	5,500	0.01
4642.140	Street Lighting	4,765	5,300	5,000	0.01	5,500	0.01
4642.150	Tree Planting	7,480	8,000	15,000	0.03	10,000	0.02
	<b>4642 Charges/Serv-Sales</b>	<b>\$ 163,711</b>	<b>\$ 160,800</b>	<b>\$ 122,500</b>	<b>0.22</b>	<b>\$ 159,000</b>	<b>0.27</b>
4651.040	Miscellaneous	\$ 3,138	\$ 4,000	\$ 4,000	0.01	\$ 4,000	0.01
4651.050	Outdoor Education Center	30,861	40,000	40,000	0.07	45,000	0.08
4651.070	Senior Citizen Activit	4,915	5,000	5,000	0.01	5,000	0.01
4651.075	Community Center Passes	431,857	600,000	1,000,000	1.80	889,500	1.54
4651.076	CC Swim Programs	321	88,000	-	-	101,080	0.17
4651.077	CC Fitness Classes	6,020	125,000	-	-	137,000	0.24
4651.078	CC Programs/Events	720	11,000	-	-	32,000	0.06
4651.080	Summer Program	755,780	716,000	750,000	1.35	786,580	1.36
4651.090	Winter Program	599,640	650,000	525,000	0.94	694,000	1.20
	<b>4651 Charges/Serv-Use/Administration</b>	<b>\$ 1,833,252</b>	<b>\$ 2,239,000</b>	<b>\$ 2,324,000</b>	<b>4.18</b>	<b>\$ 2,694,160</b>	<b>4.65</b>
	<b>4600 CHARGES FOR SERVICES</b>	<b>\$ 4,915,655</b>	<b>\$ 4,787,900</b>	<b>\$ 4,949,200</b>	<b>8.90</b>	<b>\$ 5,681,760</b>	<b>9.81</b>
	<b><u>4655 FINES AND FORFEITS</u></b>						
4655.010	County Reimb-Court	\$ 476,826	\$ 500,000	\$ 400,000	0.72	\$ 500,000	0.86
4655.020	Drug Forfeiture Proceed	376,176	100,000	200,000	0.36	200,000	0.35
4655.030	False Alarms-Fire	9,400	10,000	10,000	0.02	10,000	0.02
4655.040	False Alarms-Police	221,630	220,000	220,000	0.40	220,000	0.38
4655.050	Library-Book Fines	78,303	85,000	75,000	0.13	85,000	0.15
4655.060	O.U.I.L Reimbursement	9,414	10,000	-	-	12,000	0.02
	<b>4655 FINES AND FORFEITS</b>	<b>\$ 1,171,749</b>	<b>\$ 925,000</b>	<b>\$ 905,000</b>	<b>1.63</b>	<b>\$ 1,027,000</b>	<b>1.77</b>
	<b><u>4664 INTEREST AND RENTS</u></b>						
4667.010	Building Rent	\$ 252,773	\$ 250,000	\$ 250,000	0.45	\$ 250,000	0.43
4667.020	Concession Stand Rental	6,375	17,000	15,000	0.03	15,000	0.03
4667.025	Community Center Rent	3,198	40,000	1,500	0.00	125,000	0.22
4667.030	Gazebo Rental	200	200	200	0.00	200	0.00
4667.045	Library Cafe Rental	6,000	6,000	6,000	0.01	6,000	0.01
4667.050	Library Rent-AV	12,701	13,000	15,000	0.03	13,000	0.02
4667.060	Library Rent-Books	3,305	4,000	4,000	0.01	4,000	0.01
4667.075	Miscellaneous	18	-	-	-	-	-
4667.085	Parking Lot (SMART)	1,500	1,500	-	-	1,500	0.00
4667.095	Tennis Bubble Rent	25,000	26,000	26,000	0.05	26,000	0.04
	<b>4667 Rent Income</b>	<b>\$ 311,070</b>	<b>\$ 357,700</b>	<b>\$ 317,700</b>	<b>0.57</b>	<b>\$ 440,700</b>	<b>0.76</b>
4669.020	Investment Income	\$ 844,164	\$ 500,000	\$ 1,000,000	1.80	\$ 600,000	1.04
	<b>4669 Investment Income</b>	<b>\$ 844,164</b>	<b>\$ 500,000</b>	<b>\$ 1,000,000</b>	<b>1.80</b>	<b>\$ 600,000</b>	<b>1.04</b>
	<b>4664 INTEREST AND RENTS</b>	<b>\$ 1,155,234</b>	<b>\$ 857,700</b>	<b>\$ 1,317,700</b>	<b>2.37</b>	<b>\$ 1,040,700</b>	<b>1.80</b>

**CITY OF TROY**  
**GENERAL FUND**  
**REVENUE SUMMARY BY ACCOUNT**

ACCOUNT NUMBER AND NAME	2001 Actual	2002 Projected	2002 Budget	%	2003 Budget	%
<b>4671 OTHER REVENUE</b>						
4675.040 Contrib-Library	\$ -	\$ 300	\$ -	-	\$ -	-
4675.060 Contrib-Misc	-	2,000	1,000	0.00	1,000	0.00
4675.070 Contrib-Museum	-	100	-	-	-	-
4675.080 Contrib-PD	5,253	5,000	-	-	5,000	0.01
4675.110 Contrib-P&R	2,658	2,000	1,000	0.00	1,000	0.00
<b>4675 Contributions-Private</b>	<b>\$ 7,911</b>	<b>\$ 9,400</b>	<b>\$ 2,000</b>	<b>0.00</b>	<b>\$ 7,000</b>	<b>0.01</b>
<b>4676 REIMBURSEMENTS</b>						
4676.010 Reimbursements	\$ 170	\$ 4,000	\$ -	-	\$ -	-
<b>4676 Reimbursements</b>	<b>\$ 170</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>
4677.226 Adm Charge-Refuse	\$ 24,530	\$ 25,400	\$ 25,400	0.05	\$ 26,420	0.05
4677.301 Adm Charge-Debt Serv	36,930	38,200	38,200	0.07	39,730	0.07
4677.584 Adm Charge-Golf Course	18,560	19,210	19,210	0.03	19,980	0.03
4677.590 Adm Charge-Sewer	98,280	101,720	101,720	0.18	105,790	0.18
4677.591 Adm Charge-Water	98,280	101,720	101,720	0.18	105,790	0.18
4677.661 Adm Charge-Motor Pool	30,870	31,950	31,950	0.06	33,230	0.06
<b>4677 Administrative Charges</b>	<b>\$ 307,450</b>	<b>\$ 318,200</b>	<b>\$ 318,200</b>	<b>0.57</b>	<b>\$ 330,940</b>	<b>0.57</b>
4687.040 Rebates	\$ 7,367	\$ 3,000	\$ -	-	\$ 3,000	0.01
<b>4687 Refunds &amp; Rebates</b>	<b>\$ 7,367</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 3,000</b>	<b>0.01</b>
4695 Miscellaneous	41,795	10,000	10,000	0.02	10,000	0.02
<b>4671 OTHER REVENUE</b>	<b>\$ 364,693</b>	<b>\$ 344,600</b>	<b>\$ 330,200</b>	<b>0.59</b>	<b>\$ 350,940</b>	<b>0.61</b>
<b>4000 REVENUE</b>	<b>\$ 46,936,671</b>	<b>\$ 46,967,790</b>	<b>\$ 47,710,690</b>	<b>85.84</b>	<b>\$ 48,541,340</b>	<b>83.81</b>
<b>8695 OTHER FINANCING SOURCES</b>						
<b>8699 OPERATING TRANSFER IN</b>						
8699.101 Transfer From General	\$ 4,727,480	\$ 3,322,000	\$ 3,322,000	5.98	\$ 3,417,290	5.90
8699.202 Transfer From M/S Fund	1,694,950	1,791,820	1,791,820	3.22	1,735,910	3.00
8699.203 Transfer From L/S Fund	1,635,000	1,546,670	1,686,780	3.03	1,629,560	2.81
8699.248 Transfer From DDA	148,650	243,730	220,150	0.40	279,320	0.48
8699.250 Transfer From Brownfiel	-	-	-	-	10,000	0.02
8699.401 Transfer From Capital	-	-	-	-	1,408,000	2.43
8699.590 Transfer From Sewer	781,890	844,150	850,200	1.53	897,960	1.55
<b>8699 OPERATING TRANSFER IN</b>	<b>\$ 8,987,970</b>	<b>\$ 7,748,370</b>	<b>\$ 7,870,950</b>	<b>14.16</b>	<b>\$ 9,378,040</b>	<b>16.19</b>
<b>8695 OTHER FINANCING SOURCES</b>	<b>\$ 8,987,970</b>	<b>\$ 7,748,370</b>	<b>\$ 7,870,950</b>	<b>14.16</b>	<b>\$ 9,378,040</b>	<b>16.19</b>
<b>1010 GENERAL FUND REVENUE</b>	<b>\$ 55,924,641</b>	<b>\$ 54,716,160</b>	<b>\$ 55,581,640</b>		<b>\$ 57,919,380</b>	

**CITY OF TROY  
GENERAL FUND  
EXPENDITURE SUMMARY BY DEPARTMENT**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget	% Change 2003
BIN	Building Inspection					
	371 BUILDING INSPECTION	\$ 1,697,480	\$ 1,797,020	\$ 1,893,800	\$ 1,978,860	4.50
<b>BIN</b>	<b>Building Inspection</b>	<b>\$ 1,697,480</b>	<b>\$ 1,797,020</b>	<b>\$ 1,893,800</b>	<b>\$ 1,978,860</b>	<b>4.50</b>
CC	Council/Executive Admin.					
	102 COUNCIL	\$ 91,092	\$ 87,071	\$ 90,540	\$ 90,480	(0.10)
	172 MANAGER	711,644	733,290	733,260	770,890	5.10
	210 ATTORNEY	902,445	1,038,670	1,048,690	1,095,580	4.50
<b>CC</b>	<b>Council/Executive Admin.</b>	<b>\$ 1,705,181</b>	<b>\$ 1,859,031</b>	<b>\$ 1,872,490</b>	<b>\$ 1,956,950</b>	<b>4.50</b>
ENG	Engineering					
	442 ENGINEERING - PROJECTS	\$ 927,249	\$ 954,620	\$ 1,066,190	\$ 1,070,680	0.40
	443 ENGINEERING - SUBDIVISION	101,678	98,600	144,100	122,190	(15.20)
	444 ENGINEERING - GENERAL	1,386,652	1,421,680	1,493,450	1,576,150	5.50
	446 TRAFFIC ENGINEERING	219,217	232,660	257,110	249,380	(3.00)
<b>ENG</b>	<b>Engineering</b>	<b>\$ 2,634,796</b>	<b>\$ 2,707,560</b>	<b>\$ 2,960,850</b>	<b>\$ 3,018,400</b>	<b>1.90</b>
FIN	Finance					
	192 ELECTIONS	\$ 122,498	\$ 176,930	\$ 173,220	\$ 144,750	(16.40)
	201 ACCOUNTING	851,496	870,010	924,240	975,790	5.60
	209 ASSESSING	787,947	821,650	881,040	905,320	2.80
	215 CLERK	370,731	406,150	416,530	464,550	11.50
	223 INDEPENDENT AUDIT	41,424	42,190	43,000	45,000	4.70
	227 HUMAN RESOURCES	454,680	500,740	541,540	517,270	(4.50)
	233 PURCHASING	318,454	341,670	332,880	348,560	4.70
	247 BOARD OF REVIEW	1,258	1,620	1,790	1,700	(5.00)
	253 TREASURER	456,242	598,070	598,590	593,820	(0.80)
	748 COMMUNITY AFFAIRS	514,749	586,090	689,910	645,770	(6.40)
<b>FIN</b>	<b>Finance</b>	<b>\$ 3,919,479</b>	<b>\$ 4,345,120</b>	<b>\$ 4,602,740</b>	<b>\$ 4,642,530</b>	<b>0.90</b>
FIR	Fire					
	337 FIRE ADMINISTRATION	\$ 232,979	\$ 240,310	\$ 246,840	\$ 249,280	1.00
	338 FIRE OPERATIONS	795,804	776,800	811,920	822,160	1.30
	340 FIRE COMPANIES	773,278	894,530	818,900	978,550	19.50
	341 FIRE PREVENTION	854,286	872,770	871,460	928,450	6.50
	343 FIRE COMMUNICATIONS	134,791	143,590	145,990	152,490	4.50
	344 FIRE HALLS	522,437	566,650	585,140	552,480	(5.60)
<b>FIR</b>	<b>Fire</b>	<b>\$ 3,313,575</b>	<b>\$ 3,494,650</b>	<b>\$ 3,480,250</b>	<b>\$ 3,683,410</b>	<b>5.80</b>
LIB	Library/Museum					
	790 LIBRARY	\$ 3,658,862	\$ 4,120,070	\$ 4,190,700	\$ 4,331,890	3.40
	804 MUSEUM BUILDINGS	362,338	473,300	521,780	387,070	(25.80)
	807 MUSEUM GROUNDS	21,458	25,710	24,700	25,040	1.40
<b>LIB</b>	<b>Library/Museum</b>	<b>\$ 4,042,658</b>	<b>\$ 4,619,080</b>	<b>\$ 4,737,180</b>	<b>\$ 4,744,000</b>	<b>0.10</b>

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURE SUMMARY BY DEPARTMENT**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget	% Change 2003
OGG	Other General Government					
	265 CITY HALL	\$ 771,419	\$ 814,460	\$ 832,890	\$ 1,093,410	31.30
	268 DISTRICT COURT	193,939	202,030	205,160	216,060	5.30
	269 FIRE-POLICE TRAINING CENT	36,083	101,530	104,610	111,570	6.70
	400 PLANNING	415,625	485,990	503,630	507,030	0.70
	405 PLAN COMMISSION	19,039	23,940	23,580	32,700	38.70
	410 BOARD OF ZONING APPEALS	9,063	8,660	10,520	9,450	(10.20)
	740 REAL ESTATE & DEV.	534,130	561,940	559,030	585,460	4.70
<b>OGG</b>	<b>Other General Government</b>	<b>\$ 1,979,298</b>	<b>\$ 2,198,550</b>	<b>\$ 2,239,420</b>	<b>\$ 2,555,680</b>	<b>14.10</b>
OTH	Other					
	965 TRANSFERS OUT	\$ 2,919,290	\$ 10,000	\$ 10,000	\$ 678,000	67.80
<b>OTH</b>	<b>Other</b>	<b>\$ 2,919,290</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 678,000</b>	<b>67.80</b>
POL	Police					
	305 POLICE ADMINISTRATION	\$ 1,264,737	\$ 1,348,940	\$ 1,325,790	\$ 1,377,100	3.90
	306 COPS SCHOOL RES. GRANT	69,729	76,830	81,400	-	(100.00)
	307 CRIMINAL INVESTIGATIONS	1,311,367	1,351,170	1,380,530	1,446,770	4.80
	308 CRIME INFORMATION UNIT	201,408	189,680	196,280	325,470	65.80
	309 SPECIAL INVEST. UNIT	601,379	564,800	563,730	603,190	7.00
	311 DRUG ENFORCEMENT	263,683	272,530	290,280	271,670	(6.40)
	312 OAKLAND MACOMB INTERDIO	91,004	99,180	100,120	-	(100.00)
	313 SOC COMM POLICING TASK	128,799	134,750	135,980	131,230	(3.50)
	314 JUVENILE UNIT	627,834	679,880	674,230	710,690	5.40
	315 UNIFORM PATROL	7,294,520	7,736,730	7,785,290	8,343,050	7.20
	316 K NINE	451,316	443,010	441,630	461,770	4.60
	317 DIRECTED PATROL	511,068	528,070	570,280	561,980	(1.50)
	318 TRAFFIC UNIT	1,346,613	1,380,110	1,406,200	1,463,240	4.10
	319 CROSSING GUARDS	42,658	43,750	43,960	42,780	(2.70)
	321 CRIMINAL JUSTICE TRAINING	27,962	30,910	30,910	30,000	(2.90)
	322 TRAINING	324,330	342,840	341,780	346,210	1.30
	325 COMMUNICATIONS	1,780,889	1,815,010	1,801,010	1,867,640	3.70
	326 STAFF SERVICES - RECORDS	470,006	479,770	482,190	480,280	(0.40)
	327 COURT OFFICERS	194,321	202,700	183,230	212,270	15.80
	328 ANIMAL CONTROL	284,058	278,240	281,620	290,680	3.20
	329 LOCKUP	922,447	934,670	928,310	853,430	(8.10)
	330 PLANNING SECTION	108,590	119,790	123,660	125,800	1.70
	333 PROPERTY/AUTO POUND	124,372	127,000	125,860	135,370	7.60
	334 RESEARCH & TECHNOLOGY	398,992	396,950	401,060	432,200	7.80
	335 COMMUNITY SERVICES	831,840	853,220	879,710	913,290	3.80
<b>POL</b>	<b>Police</b>	<b>\$19,673,922</b>	<b>\$20,430,530</b>	<b>\$20,575,040</b>	<b>\$21,426,110</b>	<b>4.10</b>
REC	Parks and Recreation					
	276 CEMETERY MAINTENANCE	\$ 51,927	\$ 50,350	\$ 50,130	\$ 53,540	6.80
	752 PARKS ADMINISTRATION	1,203,139	1,217,820	1,053,750	1,129,480	7.20

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURE SUMMARY BY DEPARTMENT**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget	% Change 2003
	753 SUMMER PROGRAM	\$ 668,406	\$ 718,490	\$ 731,430	\$ 751,430	2.70
	754 WINTER PROGRAM	635,590	591,840	609,980	657,230	7.70
	755 COMMUNITY CENTER	1,110,251	1,865,190	2,206,700	2,284,580	3.50
	756 CIVIC CENTER MAINTENANCE	207,983	243,670	323,410	234,200	(27.60)
	758 PARKS GARAGE	63,992	68,790	77,400	74,310	(4.00)
	759 ATHLETIC FIELD MAINT.	213,094	262,070	320,500	269,620	(15.90)
	770 PARKS MAINTENANCE	818,780	880,070	970,220	1,023,380	5.50
	771 NATURE CENTER	378,742	424,553	467,900	420,430	(10.10)
	772 PARK EQUIPMENT REPAIR	58,244	57,810	61,510	58,570	(4.80)
	773 PARKS-SPECIAL EVENTS	44,069	55,220	78,870	62,840	(20.30)
	774 MAJOR TREE MAINTENANCE	11,976	12,570	28,910	13,470	(53.40)
	775 MAJOR TREE PLANTING	2,190	8,080	8,080	8,080	-
	776 MAJOR TREE STORM DAMAGE	1,085	1,710	10,560	2,360	(77.70)
	777 LOCAL TREE MAINTENANCE	265,150	260,030	186,310	270,410	45.10
	778 LOCAL TREE PLANTING	59,502	79,780	98,320	80,790	(17.80)
	779 LOCAL TREE STORM DAMAGE	9,475	10,780	19,900	11,670	(41.40)
	780 STREET ISLAND MTNCE-MAJOR	163,937	178,860	176,000	181,380	3.10
	781 STREET ISLAND MTNCE-LOCAL	15,359	26,040	29,610	28,490	(3.80)
	782 ST ISLAND MTNCE-NORTHFIE	50,819	66,850	59,680	65,360	9.50
	783 STREET ISLAND MTNCE-DDA	148,650	243,730	220,150	229,320	4.20
REC	<b>Parks and Recreation</b>	<b>\$ 6,182,360</b>	<b>\$ 7,324,303</b>	<b>\$ 7,789,320</b>	<b>\$ 7,910,940</b>	<b>1.60</b>
STS	<b>Streets</b>					
	448 STREET LIGHTING	\$ 300,827	\$ 364,410	\$ 364,410	\$ 363,180	(0.30)
	464 MAJOR SURF MTNCE	563,823	546,350	551,300	557,620	1.10
	465 MAJOR GUARD RAILS & POST	658	5,860	6,320	6,330	0.20
	466 MAJOR SWEEPING	79,769	88,190	97,420	92,310	(5.20)
	469 MAJOR DRAIN STRUCTURES	104,151	107,490	111,110	115,220	3.70
	470 MAJOR ROADSIDE CLEANUP	8,403	10,800	18,120	15,010	(17.20)
	471 MAJOR GRASS & WEED CON	111,689	112,910	103,800	123,570	19.00
	475 MAJOR SIGNS	24,903	28,590	41,290	36,810	(10.90)
	477 MAJOR MARKINGS	43,970	81,030	80,330	86,730	8.00
	478 MAJOR SNOW & ICE CONTR	180,113	305,170	388,930	386,600	(0.60)
	479 MAJOR ADMINISTRATION	574,752	516,240	393,200	315,710	(19.70)
	481 LOCAL SURF MTNCE - GRAVE	40,245	28,620	35,940	51,790	44.10
	482 LOCAL SURF MTNCE - ASPHA	83,052	101,470	104,520	338,430	223.80
	483 LOCAL SURF MTNCE - CONCR	183,655	218,180	217,770	-	(100.00)
	485 LOCAL GUARD RAILS & POST	5,730	9,000	7,640	8,030	5.10
	486 LOCAL SWEEPING	156,094	145,240	166,190	168,130	1.20
	489 LOCAL DRAIN STRUCTURES	247,093	268,480	289,020	277,170	(4.10)
	490 LOCAL ROADSIDE CLEANUP	4,241	5,760	8,250	8,250	-
	491 LOCAL GRASS & WEED CONT	1,047	2,130	3,720	3,800	2.20
	492 LOCAL DUST CONTROL	22,604	16,790	16,790	-	(100.00)
	495 LOCAL SIGNS	166,522	146,250	143,720	165,150	14.90
	497 LOCAL MARKINGS	10,504	20,860	25,590	25,990	1.60
	498 LOCAL SNOW & ICE CONTR	175,095	302,020	383,180	382,580	(0.20)
	499 LOCAL ADMINISTRATION	248,305	281,870	284,450	200,240	(29.60)
	500 COUNTY SURFACE MTNCE	17,635	17,030	27,540	18,860	(31.50)
	502 COUNTY SNOW & ICE CONTR	171,360	227,420	313,780	312,130	(0.50)
	503 COUNTY ADMINISTRATION	14,632	22,030	22,070	22,010	(0.30)
	507 COUNTY SWEEPING	81,774	86,670	113,410	97,810	(13.80)

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURE SUMMARY BY DEPARTMENT**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget	% Change 2003
	511 S/W MAINTENANCE-SNOW C	\$ 6,254	\$ 11,290	\$ 10,520	\$ 11,240	6.80
	512 S/W MAINTENANCE-GENERAL	122,954	151,120	152,470	148,930	(2.30)
	513 SIDEWALK ADMINISTRATION	15,313	11,770	23,320	22,360	(4.10)
	514 RETENTION PONDS	230,081	263,460	259,270	263,150	1.50
	515 OPEN DRAIN MAINTENANCE	149,548	204,610	216,000	207,650	(3.90)
	516 DRAINS ADMINISTRATION	170,194	216,200	214,360	232,180	8.30
	517 STORM SEWER & RYD	126,016	159,880	160,570	194,980	21.40
	519 WEEDS	52,504	61,680	64,230	64,550	0.50
<b>STS</b>	<b>Streets</b>	<b>\$ 4,495,510</b>	<b>\$ 5,146,870</b>	<b>\$ 5,420,550</b>	<b>\$ 5,324,500</b>	<b>(1.80)</b>
<b>00101 GENERAL FUND</b>		<b>\$52,563,549</b>	<b>\$53,932,714</b>	<b>\$55,581,640</b>	<b>\$57,919,380</b>	<b>4.21</b>

**CITY OF TROY  
GENERAL FUND  
BUDGETARY CENTERS BY OBJECT**

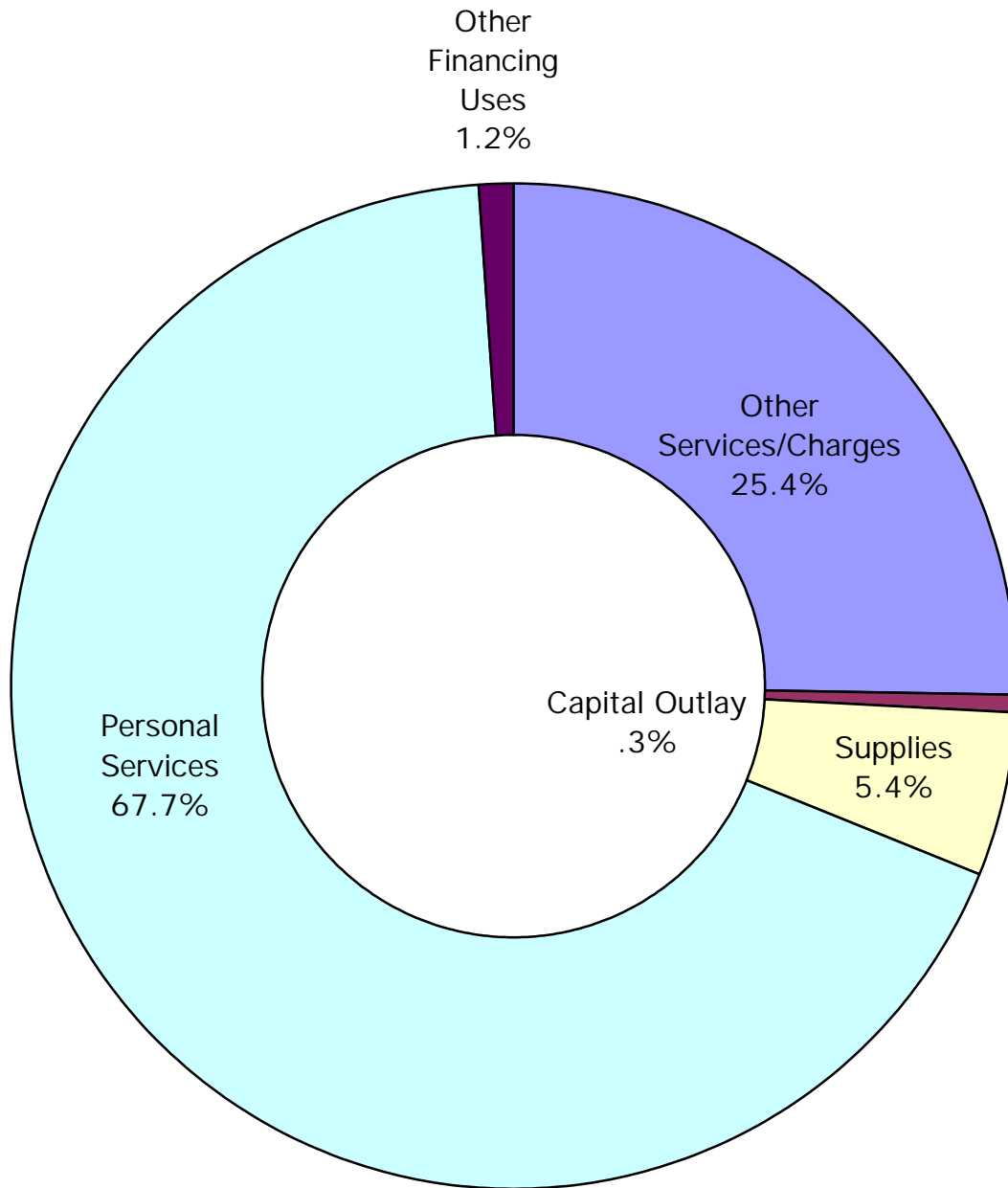
DESCRIPTION	1999 Actual	2000 Actual	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>BUILDING INSPECTION</u></b>						
Personal Services Control	\$ 1,238,154	\$ 1,351,582	\$ 1,530,516	\$ 1,629,740	\$ 1,727,130	\$ 1,801,690
Supplies	8,052	8,231	7,676	8,500	8,780	9,100
Other Services/Charges	131,069	140,867	159,288	158,780	157,890	168,070
Capital Outlay	5,011	127	-	-	-	-
<b>BUILDING INSPECTION</b>	<b>\$ 1,382,286</b>	<b>\$ 1,500,807</b>	<b>\$ 1,697,480</b>	<b>\$ 1,797,020</b>	<b>\$ 1,893,800</b>	<b>\$ 1,978,860</b>
<b><u>COUNCIL/EXECUTIVE ADMIN.</u></b>						
Personal Services Control	\$ 1,095,838	\$ 1,150,184	\$ 1,359,295	\$ 1,420,490	\$ 1,421,370	\$ 1,497,970
Supplies	29,392	37,291	41,310	28,920	32,990	31,900
Other Services/Charges	208,147	309,726	290,721	409,621	418,130	427,080
Capital Outlay	21,514	21,768	13,855	-	-	-
<b>COUNCIL/EXECUTIVE ADMIN.</b>	<b>\$ 1,354,891</b>	<b>\$ 1,518,969</b>	<b>\$ 1,705,181</b>	<b>\$ 1,859,031</b>	<b>\$ 1,872,490</b>	<b>\$ 1,956,950</b>
<b><u>ENGINEERING</u></b>						
Personal Services Control	\$ 1,583,860	\$ 1,799,134	\$ 2,037,050	\$ 2,062,760	\$ 2,277,250	\$ 2,353,370
Supplies	23,808	27,531	43,123	40,050	35,780	35,250
Other Services/Charges	423,774	618,225	542,177	583,750	620,720	615,780
Capital Outlay	29,277	16,682	12,447	21,000	27,100	14,000
<b>ENGINEERING</b>	<b>\$ 2,060,719</b>	<b>\$ 2,461,572</b>	<b>\$ 2,634,797</b>	<b>\$ 2,707,560</b>	<b>\$ 2,960,850</b>	<b>\$ 3,018,400</b>
<b><u>FINANCE</u></b>						
Personal Services Control	\$ 2,613,246	\$ 2,941,093	\$ 3,198,185	\$ 3,398,510	\$ 3,508,460	\$ 3,624,180
Supplies	127,343	132,716	156,458	179,850	183,370	174,760
Other Services/Charges	805,902	610,313	564,836	766,760	910,910	843,590
Capital Outlay	10,322	1,689	-	-	-	-
<b>FINANCE</b>	<b>\$ 3,556,813</b>	<b>\$ 3,685,811</b>	<b>\$ 3,919,479</b>	<b>\$ 4,345,120</b>	<b>\$ 4,602,740</b>	<b>\$ 4,642,530</b>
<b><u>FIRE</u></b>						
Personal Services Control	\$ 1,067,095	\$ 1,154,052	\$ 1,369,265	\$ 1,416,970	\$ 1,422,360	\$ 1,526,910
Supplies	84,349	73,180	339,159	327,080	324,900	299,250
Other Services/Charges	1,366,989	1,409,793	1,527,676	1,713,600	1,659,590	1,792,200
Capital Outlay	206,448	234,377	77,476	37,000	73,400	65,050
<b>FIRE</b>	<b>\$ 2,724,881</b>	<b>\$ 2,871,402</b>	<b>\$ 3,313,576</b>	<b>\$ 3,494,650</b>	<b>\$ 3,480,250</b>	<b>\$ 3,683,410</b>
<b><u>LIBRARY/MUSEUM</u></b>						
Personal Services Control	\$ 2,043,449	\$ 2,150,597	\$ 2,382,142	\$ 2,670,500	\$ 2,661,050	\$ 2,770,790
Supplies	82,320	84,793	103,832	108,560	95,070	869,050
Other Services/Charges	749,488	985,023	885,308	1,093,880	1,234,560	1,104,160
Capital Outlay	202,772	279,568	671,376	746,140	746,500	-
<b>LIBRARY/MUSEUM</b>	<b>\$ 3,078,029</b>	<b>\$ 3,499,981</b>	<b>\$ 4,042,658</b>	<b>\$ 4,619,080</b>	<b>\$ 4,737,180</b>	<b>\$ 4,744,000</b>
<b><u>OTHER GENERAL GOVT.</u></b>						
Personal Services Control	\$ 706,146	\$ 853,623	\$ 862,956	\$ 935,950	\$ 953,960	\$ 991,300
Supplies	16,106	17,227	28,004	38,650	43,220	37,660
Other Services/Charges	851,242	1,020,594	1,086,436	1,223,950	1,242,240	1,526,720
Capital Outlay	450	2,916	1,903	-	-	-
<b>OTHER GENERAL GOVT.</b>	<b>\$ 1,573,944</b>	<b>\$ 1,894,360</b>	<b>\$ 1,979,299</b>	<b>\$ 2,198,550</b>	<b>\$ 2,239,420</b>	<b>\$ 2,555,680</b>



**CITY OF TROY  
GENERAL FUND  
BUDGETARY CENTERS BY OBJECT**

DESCRIPTION	1999 Actual	2000 Actual	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>OTHER</b>						
Operating Transfer Out	\$ 1,800,000	\$ 1,810,000	\$ 2,919,290	\$ 10,000	\$ 10,000	\$ 678,000
<b>OTHER</b>	<b>\$ 1,800,000</b>	<b>\$ 1,810,000</b>	<b>\$ 2,919,290</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 678,000</b>
<b>POLICE</b>						
Personal Services Control	\$ 14,583,431	\$ 15,512,355	\$ 16,472,562	\$ 17,204,570	\$ 17,373,360	\$ 18,071,940
Supplies	275,995	297,805	311,633	391,880	418,610	403,320
Other Services/Charges	2,481,998	2,412,025	2,755,047	2,767,780	2,716,770	2,878,150
Capital Outlay	161,402	193,850	134,678	66,300	66,300	72,700
<b>POLICE</b>	<b>\$ 17,502,826</b>	<b>\$ 18,416,035</b>	<b>\$ 19,673,920</b>	<b>\$ 20,430,530</b>	<b>\$ 20,575,040</b>	<b>\$ 21,426,110</b>
<b>PARKS AND RECREATION</b>						
Personal Services Control	\$ 2,286,857	\$ 2,492,316	\$ 3,002,685	\$ 3,534,408	\$ 3,827,600	\$ 3,832,280
Supplies	380,565	408,790	439,351	516,785	516,260	543,720
Other Services/Charges	2,493,625	2,426,066	2,712,899	3,262,110	3,409,460	3,534,940
Capital Outlay	45,962	20,741	27,425	11,000	36,000	-
<b>PARKS AND RECREATION</b>	<b>\$ 5,207,009</b>	<b>\$ 5,347,913</b>	<b>\$ 6,182,360</b>	<b>\$ 7,324,303</b>	<b>\$ 7,789,320</b>	<b>\$ 7,910,940</b>
<b>STREETS</b>						
Personal Services Control	\$ 1,867,849	\$ 2,072,704	\$ 2,321,160	\$ 2,660,080	\$ 2,755,890	\$ 2,754,210
Supplies	476,534	591,627	428,040	529,990	660,910	701,870
Other Services/Charges	1,544,223	1,662,776	1,659,152	1,803,800	1,850,750	1,868,420
Capital Outlay	20,907	29,693	87,161	153,000	153,000	-
<b>STREETS</b>	<b>\$ 3,909,513</b>	<b>\$ 4,356,800</b>	<b>\$ 4,495,513</b>	<b>\$ 5,146,870</b>	<b>\$ 5,420,550</b>	<b>\$ 5,324,500</b>
<b>GENERAL FUND</b>	<b>\$ 44,150,911</b>	<b>\$ 47,363,650</b>	<b>\$ 52,563,553</b>	<b>\$ 53,932,714</b>	<b>\$ 55,581,640</b>	<b>\$ 57,919,380</b>

## 2003/04 GENERAL FUND EXPENDITURES BY OBJECT



**TOTAL GENERAL FUND BUDGET IS \$57,919,380**

This graph shows expenditures by object as a percent of the General Fund.

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURE HISTORY BY DEPARTMENT**

DESCRIPTION	1999 Actual	2000 Actual	2001 Actual	2002 Budget	2003 Budget
<b><u>BUILDING INSPECTION</u></b>					
Building Inspection	\$ 1,382,287	\$ 1,500,807	\$ 1,697,480	\$ 1,893,800	\$ 1,978,860
<b>BUILDING INSPECTION</b>	<b>\$ 1,382,287</b>	<b>\$ 1,500,807</b>	<b>\$ 1,697,480</b>	<b>\$ 1,893,800</b>	<b>\$ 1,978,860</b>
<b><u>COUNCIL/EXECUTIVE ADMIN.</u></b>					
Council	\$ 79,294	\$ 87,888	\$ 91,092	\$ 90,540	\$ 90,480
Minutes	385	-	-	-	-
Manager	594,884	615,633	711,644	733,260	770,890
Attorney	680,327	815,448	902,445	1,048,690	1,095,580
<b>COUNCIL/EXECUTIVE ADMIN.</b>	<b>\$ 1,354,890</b>	<b>\$ 1,518,969</b>	<b>\$ 1,705,181</b>	<b>\$ 1,872,490</b>	<b>\$ 1,956,950</b>
<b><u>ENGINEERING</u></b>					
Engineering - Projects	\$ 774,714	\$ 911,319	\$ 927,249	\$ 1,066,190	\$ 1,070,680
Engineering - Subdivisions	58,429	117,196	101,678	144,100	122,190
Engineering - General	1,044,847	1,237,962	1,386,652	1,493,450	1,576,150
Traffic Engineering	182,730	195,095	219,217	257,110	249,380
<b>ENGINEERING</b>	<b>\$ 2,060,720</b>	<b>\$ 2,461,572</b>	<b>\$ 2,634,796</b>	<b>\$ 2,960,850</b>	<b>\$ 3,018,400</b>
<b><u>FINANCE</u></b>					
Elections	\$ 70,244	\$ 123,586	\$ 122,498	\$ 173,220	\$ 144,750
Accounting	710,061	758,065	851,496	924,240	975,790
Assessing	722,086	695,365	787,947	881,040	905,320
Clerk	317,165	398,096	370,731	416,530	464,550
Independent Audit	41,560	42,050	41,424	43,000	45,000
Human Resources	480,420	465,240	454,680	541,540	517,270
Purchasing	204,521	290,936	318,454	332,880	348,560
Board of Review	1,065	1,204	1,258	1,790	1,700
Treasurer	586,710	464,594	456,242	598,590	593,820
Community Affairs	422,982	446,675	514,749	689,910	645,770
<b>FINANCE</b>	<b>\$ 3,556,814</b>	<b>\$ 3,685,811</b>	<b>\$ 3,919,479</b>	<b>\$ 4,602,740</b>	<b>\$ 4,642,530</b>
<b><u>FIRE</u></b>					
Fire Administration	\$ 213,872	\$ 218,749	\$ 232,979	\$ 246,840	\$ 249,280
Fire Operations	546,193	585,573	795,804	811,920	822,160
Fire Companies	676,749	708,583	773,278	818,900	978,550
Fire Prevention	642,640	726,015	854,286	871,460	928,450
Fire Communications	165,054	143,860	134,791	145,990	152,490
Fire Halls	480,373	488,621	522,437	585,140	552,480
<b>FIRE</b>	<b>\$ 2,724,881</b>	<b>\$ 2,871,401</b>	<b>\$ 3,313,575</b>	<b>\$ 3,480,250</b>	<b>\$ 3,683,410</b>

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURE HISTORY BY DEPARTMENT**

DESCRIPTION	1999 Actual	2000 Actual	2001 Actual	2002 Budget	2003 Budget
<b><u>LIBRARY/MUSEUM</u></b>					
Library	\$ 2,690,499	\$ 3,194,187	\$ 3,658,862	\$ 4,190,700	\$ 4,331,890
Outreach-Ext. Service	91,521	2,622	-	-	-
Museum Buildings	274,931	274,256	362,338	521,780	387,070
Museum Grounds	21,078	28,917	21,458	24,700	25,040
<b>LIBRARY/MUSEUM</b>	<b>\$ 3,078,029</b>	<b>\$ 3,499,982</b>	<b>\$ 4,042,658</b>	<b>\$ 4,737,180</b>	<b>\$ 4,744,000</b>
<b><u>OTHER GENERAL GOVERNMENT</u></b>					
City Hall	\$ 691,707	\$ 733,230	\$ 771,419	\$ 832,890	\$ 1,093,410
District Court	80,073	208,184	193,939	205,160	216,060
Fire-Police Training Center	-	-	36,083	104,610	111,570
Planning	314,654	432,152	415,625	503,630	507,030
Planning Commission	23,998	17,837	19,039	23,580	32,700
Board of Zoning Appeals	7,113	8,833	9,063	10,520	9,450
Real Estate & Development	456,397	494,124	534,130	559,030	585,460
<b>OTHER GENERAL GOVERNMENT</b>	<b>\$ 1,573,942</b>	<b>\$ 1,894,360</b>	<b>\$ 1,979,298</b>	<b>\$ 2,239,420</b>	<b>\$ 2,555,680</b>
<b><u>OTHER</u></b>					
Transfers Out	\$ 1,800,000	\$ 1,810,000	\$ 2,919,290	\$ 10,000	\$ 678,000
<b>OTHER</b>	<b>\$ 1,800,000</b>	<b>\$ 1,810,000</b>	<b>\$ 2,919,290</b>	<b>\$ 10,000</b>	<b>\$ 678,000</b>
<b><u>POLICE</u></b>					
Police Administration	\$ 998,464	\$ 1,222,544	\$ 1,264,737	\$ 1,325,790	\$ 1,377,100
COPS School Resource Grant	34,709	61,596	69,729	81,400	-
Criminal Investigations	1,218,872	1,271,369	1,311,367	1,380,530	1,446,770
Crime Information Unit	182,558	188,788	201,408	196,280	325,470
Special Investigations Unit	472,948	490,343	601,379	563,730	603,190
Auto Theft Prevention Grant	85,129	47,993	-	-	-
Drug Enforcement	320,081	304,864	263,683	290,280	271,670
Internet Crimes Task Force	-	68,322	91,004	100,120	-
SOC Comm Policing Task Force	119,183	138,795	128,799	135,980	131,230
Juvenile Unit	589,053	620,085	627,834	674,230	710,690
Uniform Patrol	6,426,282	6,937,425	7,294,520	7,785,290	8,343,050
K Nine	392,381	427,130	451,316	441,630	461,770
Directed Patrol	690,093	586,733	511,068	570,280	561,980
Traffic Unit	1,262,116	1,309,945	1,346,613	1,406,200	1,463,240
Crossing Guards	35,949	37,195	42,658	43,960	42,780
Criminal Justice Training	32,473	30,309	27,962	30,910	30,000
Training	270,546	226,283	324,330	341,780	346,210
Communications	1,535,934	1,644,187	1,780,889	1,801,010	1,867,640
Staff Services - Records	530,166	456,700	470,006	482,190	480,280
Court Officers	162,994	179,879	194,321	183,230	212,270
Animal Control	233,766	252,158	284,058	281,620	290,680
Lockup	800,741	736,332	922,447	928,310	853,430
Planning Section	2,080	140	108,590	123,660	125,800
Property/Auto Pound	103,904	102,544	124,372	125,860	135,370
Research & Technology	380,802	375,724	398,992	401,060	432,200
Community Service	621,599	698,651	831,840	879,710	913,290
<b>POLICE</b>	<b>\$ 17,502,823</b>	<b>\$ 18,416,034</b>	<b>\$ 19,673,922</b>	<b>\$ 20,575,040</b>	<b>\$ 21,426,110</b>

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURE HISTORY BY DEPARTMENT**

DESCRIPTION	1999 Actual	2000 Actual	2001 Actual	2002 Budget	2003 Budget
<b><u>PARKS AND RECREATION</u></b>					
Cemetery Maintenance	\$ 41,366	\$ 28,143	\$ 51,927	\$ 50,130	\$ 53,540
Parks Administration	876,735	1,029,602	1,203,139	1,053,750	1,129,480
Summer Program	629,395	666,448	668,406	731,430	751,430
Winter Program	570,519	626,924	635,590	609,980	657,230
Community Center	855,386	770,805	1,110,251	2,206,700	2,284,580
Civic Center Maintenance	187,260	187,138	207,983	323,410	234,200
Parks Garage	35,917	42,339	63,992	77,400	74,310
Athletic Field Maintenance	227,471	203,946	213,094	320,500	269,620
Parks Maintenance	729,705	828,779	818,780	970,220	1,023,380
Nature Center	274,830	307,822	378,742	467,900	420,430
Park Equipment Repair	58,319	67,053	58,244	61,510	58,570
Parks - Special Events	35,628	33,037	44,069	78,870	62,840
Major Tree Maintenance	21,199	38,000	11,976	28,910	13,470
Major Tree Planting	(3)	367	2,190	8,080	8,080
Major Tree Storm Damage	6,204	676	1,085	10,560	2,360
Local Tree Maintenance	188,361	157,357	265,150	186,310	270,410
Local Tree Planting	70,625	55,185	59,502	98,320	80,790
Local Tree Storm Damage	10,193	6,143	9,475	19,900	11,670
Street Island Maint - Major	135,549	129,014	163,937	176,000	181,380
Street Island Maint - Local	23,952	15,771	15,359	29,610	28,490
Street Island Maint - Northfld Hills	57,180	30,815	50,819	59,680	65,360
Street Island Maintenance - DDA	171,220	122,545	148,650	220,150	229,320
<b>PARKS AND RECREATION</b>	<b>\$ 5,207,011</b>	<b>\$ 5,347,909</b>	<b>\$ 6,182,360</b>	<b>\$ 7,789,320</b>	<b>\$ 7,910,940</b>
<b><u>STREETS</u></b>					
Street Lighting	\$ 362,525	\$ 356,915	\$ 300,827	\$ 364,410	\$ 363,180
Major Surface Maintenance	473,931	473,466	563,823	551,300	557,620
Major Guard Rails & Posts	949	3,403	658	6,320	6,330
Major Sweeping	88,001	102,213	79,769	97,420	92,310
Major Drain Structures	99,933	94,621	104,151	111,110	115,220
Major Roadside Cleanup	14,251	15,793	8,403	18,120	15,010
Major Grass and Weed Control	54,967	73,180	111,689	103,800	123,570
Major Signs	47,262	20,364	24,903	41,290	36,810
Major Markings	53,788	62,322	43,970	80,330	86,730
Major Snow & Ice Control	201,096	373,330	180,113	388,930	386,600
Major Administration	481,502	578,528	574,752	393,200	315,710
Local Surface Maint. - Gravel	56,552	35,696	40,245	35,940	51,790
Local Surface Maint. - Asphalt	55,613	75,758	83,052	104,520	338,430
Local Surface Maint. - Concrete	189,713	163,978	183,655	217,770	-
Local Guard Rails & Posts	6,927	3,984	5,730	7,640	8,030
Local Sweeping	119,154	87,935	156,094	166,190	168,130
Local Drain Structures	228,352	190,691	247,093	289,020	277,170
Local Roadside Cleanup	6,511	5,872	4,241	8,250	8,250
Local Grass & Weed Control	3,260	1,512	1,047	3,720	3,800
Local Dust Control	17,355	10,273	22,604	16,790	-
Local Signs	110,368	105,913	166,522	143,720	165,150
Local Markings	11,784	16,305	10,504	25,590	25,990
Local Snow & Ice Control	215,335	407,330	175,095	383,180	382,580
Local Administration	177,668	221,493	248,305	284,450	200,240
County Surface Maintenance	49,585	30,898	17,635	27,540	18,860

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURE HISTORY BY DEPARTMENT**

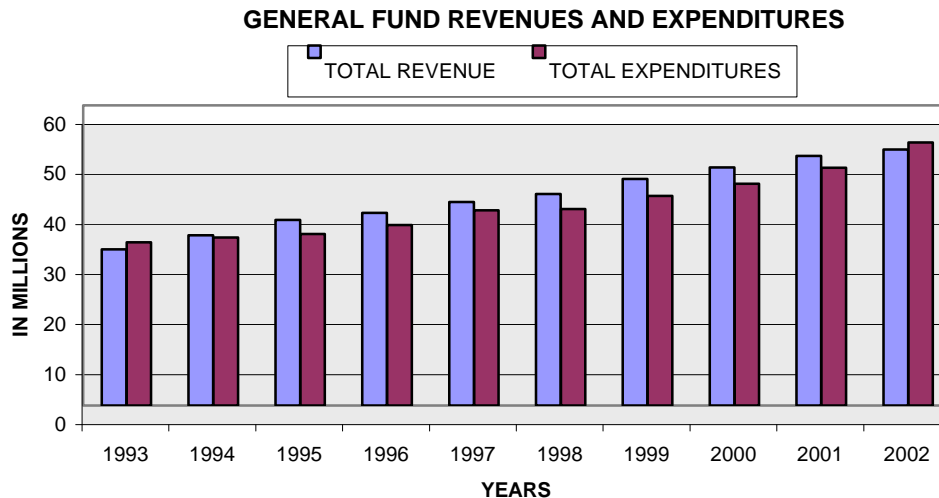
DESCRIPTION	1999 Actual	2000 Actual	2001 Actual	2002 Budget	2003 Budget
County Drain Structures	\$ 130	\$ -	\$ -	\$ -	\$ -
County Snow & Ice Control	126,606	192,389	171,360	313,780	312,130
County Administration	13,617	14,058	14,632	22,070	22,010
County Signs	8	-	-	-	-
County Sweeping	50,929	97,421	81,774	113,410	97,810
S/W Maintenance - Snow Control	6,077	3,961	6,254	10,520	11,240
S/W Maintenance - General	80,939	65,376	122,954	152,470	148,930
Sidewalk Administration	19,488	23,818	15,313	23,320	22,360
Retention Ponds	234,032	182,501	230,081	259,270	263,150
Open Drain Maintenance	105,924	78,965	149,548	216,000	207,650
Drains Administration	26,563	28,281	170,194	214,360	232,180
Storm Sewer & RYD	80,532	101,354	126,016	160,570	194,980
Weeds	38,289	56,902	52,504	64,230	64,550
<b>STREETS</b>	<b>\$ 3,909,516</b>	<b>\$ 4,356,799</b>	<b>\$ 4,495,510</b>	<b>\$ 5,420,550</b>	<b>\$ 5,324,500</b>
<b>GENERAL FUND</b>	<b>\$ 44,150,913</b>	<b>\$ 47,363,644</b>	<b>\$ 52,563,549</b>	<b>\$ 55,581,640</b>	<b>\$ 57,919,380</b>

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURES SUMMARY BY ACCOUNT**

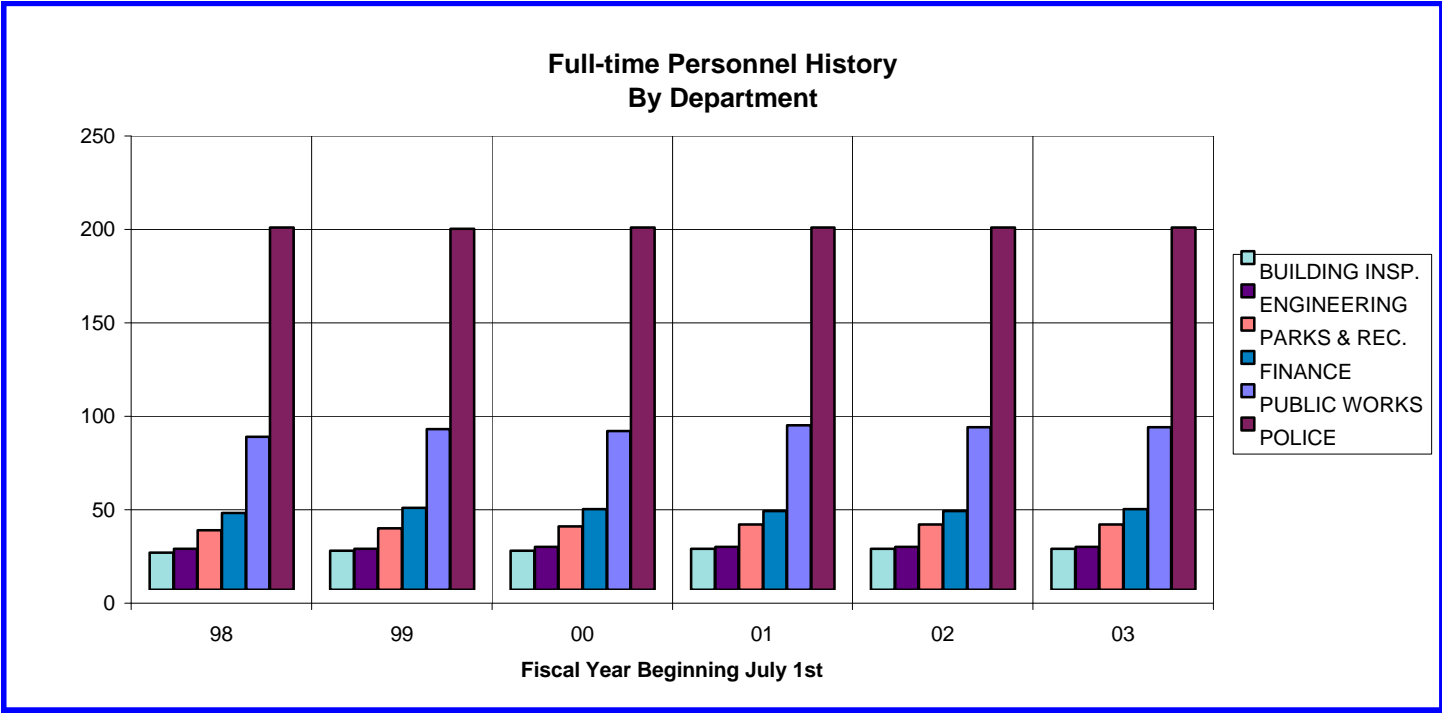
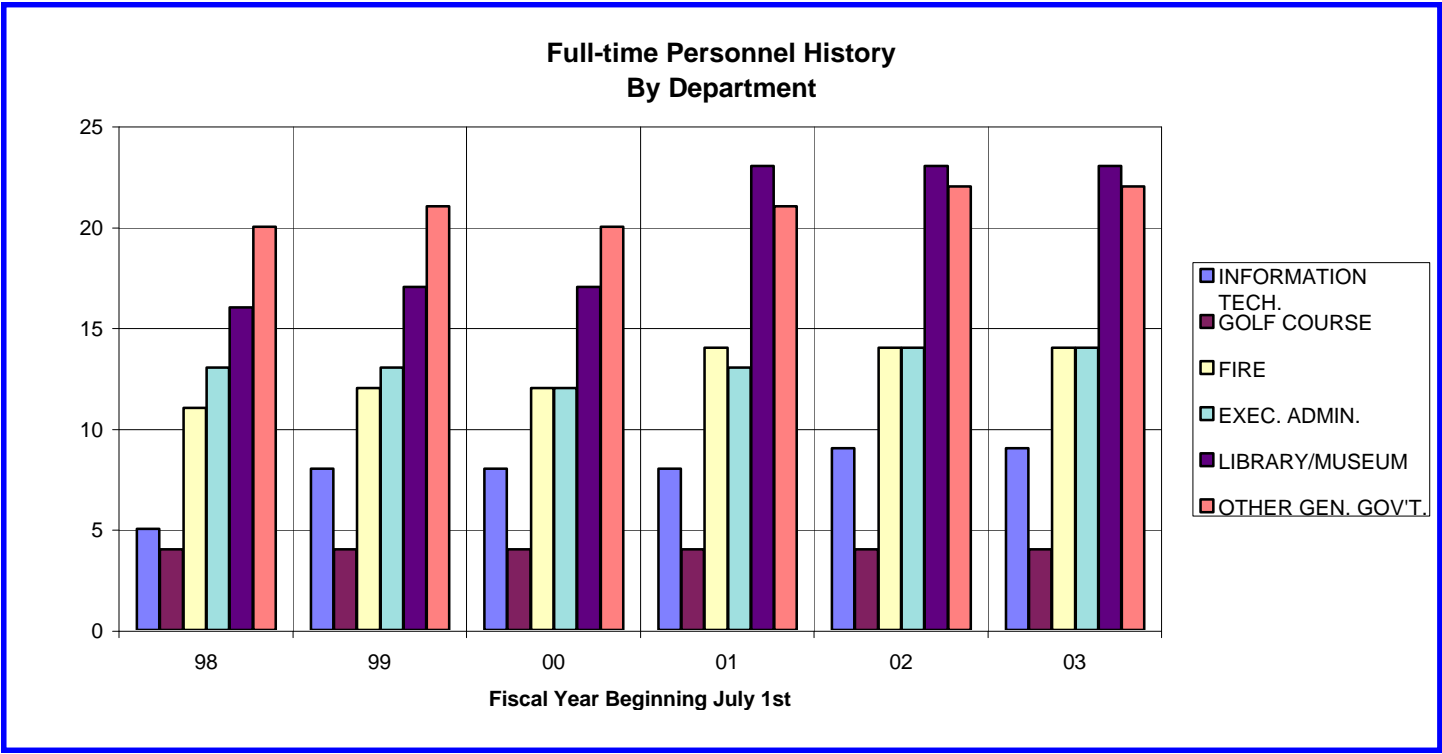
DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	%	2003 Budget	%
7000 EXPENSES						
<b>7701 PERSONAL SERVICE CONTROL</b>						
7702 Personal Service	\$ 22,821,744	\$ 25,845,920	\$ 26,764,340	48.15	\$ 27,386,910	47.29
7703 Elected & Appointed	23,150	25,930	26,400	0.05	26,100	0.05
7704 Election Inspectors	21,366	60,000	60,000	0.11	40,000	0.07
7705 Holiday	1,075,113	-	-	-	-	-
7706 Personal Business	252,147	-	-	-	-	-
7707 S/A Supplement	9,130	-	-	-	-	-
7708 Union Business	8,387	-	-	-	-	-
7709 Funeral Leave	50,049	-	-	-	-	-
7710 Injury Leave	25,348	-	-	-	-	-
7711 Jury Duty	6,317	-	-	-	-	-
7715 FICA	1,819,481	1,966,750	1,998,580	3.60	2,079,460	3.59
7716 Disab Pay-Volunteer FF	3,299	8,000	10,000	0.02	10,000	0.02
7717 Workers Comp & Unemp	216,172	482,730	324,320	0.58	483,800	0.84
7718 Sick Pay Allowance	986,720	1,000,918	1,034,460	1.86	1,069,840	1.85
7719 Hosp & Life Ins	3,105,523	3,440,138	3,479,050	6.26	3,686,120	6.36
7720 Vacation	1,481,034	1,469,316	1,527,580	2.75	1,584,980	2.74
7722 Retirement	2,630,836	2,634,276	2,703,700	4.86	2,857,430	4.93
<b>7701 PERSONAL SERVICE CONTROL</b>	<b>\$ 34,535,816</b>	<b>\$ 36,933,978</b>	<b>\$ 37,928,430</b>	<b>68.24</b>	<b>\$ 39,224,640</b>	<b>67.73</b>
<b>7726 SUPPLIES</b>						
7728 Office Supplies	\$ 270,734	\$ 241,680	\$ 248,900	0.45	\$ 246,410	0.43
7730 Postage	187,701	184,250	181,830	0.33	193,590	0.33
7735 Photographic Supplies	2,952	3,230	4,800	0.01	3,700	0.01
7736 Supplies for Resale	8,942	16,665	11,000	0.02	14,000	0.02
7740 Operating Supplies	757,941	907,470	927,060	1.67	1,650,560	2.85
7751 Gasoline & Oil	5,840	6,750	7,000	0.01	6,700	0.01
7766 Tools	6,369	6,850	6,850	0.01	43,150	0.07
7768 Uniforms	201,929	221,930	224,220	0.40	230,970	0.40
7774 Repair/Mtnce Supplies	456,178	581,440	708,230	1.27	716,800	1.24
<b>7726 SUPPLIES</b>	<b>\$ 1,898,586</b>	<b>\$ 2,170,265</b>	<b>\$ 2,319,890</b>	<b>4.17</b>	<b>\$ 3,105,880</b>	<b>5.36</b>
<b>7800 OTHER SERVICES/CHARGES</b>						
7801 Professional Services	\$ 791,599	\$ 1,033,630	\$ 1,083,010	1.95	\$ 1,008,280	1.74
7802 Contractual Services	3,128,617	3,538,390	3,576,090	6.43	3,859,810	6.66
7814 Computer Services	1,104,246	1,180,200	1,262,950	2.27	1,341,550	2.32
7816 Consultant Services	423,112	417,630	458,130	0.82	452,000	0.78
7835 Health Services	92,937	37,450	53,560	0.10	143,000	0.25
7850 Communications	168,638	161,850	163,580	0.29	104,280	0.18
7860 Transportation	88,670	96,100	92,720	0.17	96,570	0.17
7880 Community Promotion	58,178	68,620	68,760	0.12	74,180	0.13
7900 Printing & Publishing	265,087	311,510	321,410	0.58	320,820	0.55
7905 Other Fees	72,312	68,000	90,000	0.16	72,000	0.12
7920 Public Utilities	1,608,079	1,849,880	1,951,990	3.51	2,058,270	3.55
7940 Rentals	2,765,796	2,979,040	3,076,970	5.54	3,080,050	5.32

**CITY OF TROY**  
**GENERAL FUND**  
**EXPENDITURES SUMMARY BY ACCOUNT**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	%	2003 Budget	%
7950 Insurance-Other	\$ 243,188	\$ 240,310	\$ 250,310	0.45	\$ 241,490	0.42
7951 Advertising	10,775	11,000	15,230	0.03	12,000	0.02
7952 Witness Fees	444	3,000	1,500	0.00	2,500	0.00
7953 Filing & Recording Fees	17,013	4,100	4,300	0.01	4,300	0.01
7954 Depositions & Transcripts	4,366	4,600	4,600	0.01	7,500	0.01
7955 Miscellaneous	766,335	1,001,670	907,290	1.63	1,060,890	1.83
7958 Membership & Dues	90,767	106,128	118,810	0.21	128,640	0.22
7960 Education & Training	295,093	354,933	369,550	0.66	365,560	0.63
7961 Police APCO Training	(4,797)	5,070	-	-	-	-
7962 Other	105,957	110,920	150,260	0.27	125,420	0.22
7964 Tax Refunds	87,130	200,000	200,000	0.36	200,000	0.35
<b>7800 OTHER SERVICES/CHARGES</b>	<b>\$ 12,183,542</b>	<b>\$ 13,784,031</b>	<b>\$ 14,221,020</b>	<b>25.59</b>	<b>\$ 14,759,110</b>	<b>25.48</b>
<b>7970 CAPITAL OUTLAY</b>						
7975 Buildings & Improvements	\$ 4,635	\$ -	\$ -	-	\$ -	-
7978 Equipment-General	237,451	201,800	226,800	0.41	44,700	0.08
7979 Equipment-Vehicle	39,325	40,500	47,900	0.09	43,050	0.07
7980 Equipment-Office	361,234	341,640	377,100	0.68	64,000	0.11
7982 Books	383,675	450,500	450,500	0.81	-	-
<b>7970 CAPITAL OUTLAY</b>	<b>\$ 1,026,320</b>	<b>\$ 1,034,440</b>	<b>\$ 1,102,300</b>	<b>1.98</b>	<b>\$ 151,750</b>	<b>0.26</b>
<b>7000 EXPENSES</b>	<b>\$ 49,644,264</b>	<b>\$ 53,922,714</b>	<b>\$ 55,571,640</b>	<b>99.98</b>	<b>\$ 57,241,380</b>	<b>98.83</b>
<b>8990 OTHER FINANCING USES</b>						
8999 OPERATING TRANSFER OUT	\$ 2,919,290	\$ 10,000	\$ 10,000	0.02	\$ 678,000	1.17
<b>8990 OTHER FINANCING USES</b>	<b>\$ 2,919,290</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>0.02</b>	<b>\$ 678,000</b>	<b>1.17</b>
<b>00101 GENERAL FUND</b>	<b>\$ 52,563,554</b>	<b>\$ 53,932,714</b>	<b>\$ 55,581,640</b>		<b>\$ 57,919,380</b>	







These graphs show the number of full-time employees by  
department for the past six years

**PERSONNEL  
SUMMARY**

	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b><u>BUILDING INSPECTION</u></b>										
Director of Building and Zoning	1		1		1		1		1	
Plan Examiner/Coordinator	1		1		1		1		1	
Inspector Supervisor	2		2		2		2		2	
Plan Analyst	1		1		1		1		1	
Inspector Supervisor	10		10		11		11		11	
Enforcement Officer		1		1		0		0		0
Secretary II	1		1		1		1		1	
Clerk/Typist	5		5		5		5		5	
<b>TOTAL</b>	<b>21</b>	<b>1</b>	<b>21</b>	<b>1</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>
<b><u>EXECUTIVE ADMINISTRATION</u></b>										
<b><u>CITY MANAGER'S OFFICE</u></b>										
City Manager	1		1		1		1		1	
Assistant City Manager/Finance	1		1		1		1		1	
Assistant City Manager/Services	1		1		1		1		1	
Office Coordinator	1		1		1		1		1	
Assistant to City Manager	0		1		1		1		1	
Administrative Aide	0		0		0		0		1	
Manager's Office Secretary	1		1		1		1		0	
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>
<b><u>CITY ATTORNEY'S OFFICE</u></b>										
City Attorney	1		1		1		1		1	
Assistant City Attorney	1		3	1	3	1	1	0	1	0
Attorney I	1	1	0		0		0		0	
Attorney II	1		0		0		3		3	
Legal Assistant	2		2		2		2		2	
Legal Secretary	1		1		1		1		1	
Clerk/Typist		1		1		1		1		1
<b>TOTAL</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>
<b>TOTAL EXECUTIVE ADMINISTRATION</b>	<b>12</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>14</b>	<b>1</b>	<b>14</b>	<b>1</b>

**PERSONNEL  
SUMMARY**

	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b><u>ENGINEERING</u></b>										
City Engineer	1		1		1		1		1	
Deputy City Engineer	1		1		1		1		1	
Deputy City Engineer - Traffic	1		1		1		1		1	
Civil Engineer	3		3		3		3		3	
Land Surveyor	1		1		1		1		1	
Inspector Supervisor	1		1		1		1		1	
Inspector	1		1		1		1		1	
Environmental Specialist	1		1		1		1		1	
Engineering Technician	1		1		1		1		1	
Sr. Traffic Technician (Part Time)		1		1		1		1		1
Traffic Technician (Part Time)		1		1		1		1		1
GIS Data Analyst	1		1		1		1		1	
Project Manager	1		1		1		1		1	
Survey Supervisor	1		1		1		1		1	
Engineering Specialist	7		7		7		7		7	
Engineering Assistant	0		1		1		1		1	
Secretary	1		1		1		1		1	
Clerk/Typist (Part Time)		2		2		2		2		2
Engineering Intern		3		3		3		3		3
<b>TOTAL</b>	<b>22</b>	<b>7</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>7</b>
<b><u>FINANCE</u></b>										
<b><u>ACCOUNTING/RISK MANAGEMENT</u></b>										
Financial Services Director	0		1		1		1		1	
Municipal Accountant	1		0		0		0		0	
Account	4		4		5		5		5	
Account Clerk	2		2		2		3		3	
Data Processing Clerk	2		2		1		0		0	
Clerk/Typist	0		0		0		0		0	
Risk Manager	1		1		1		1	0	1	0
Insurance Safety Coordinator	1		1		1		1		1	
<b>TOTAL</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>

PERSONNEL SUMMARY	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b><u>ASSESSING</u></b>										
City Assessor	1		1		1		1		1	
Deputy Assessor	1		1		1		1		1	
Appraiser	5		5		5		5		5	
Clerk/Typist	3		3		3		3		3	
<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>
<b><u>CLERK</u></b>										
City Clerk	1		1		1		1		1	
Deputy City Clerk	1		1		1		1		1	
Clerk/Typist	3		4		4		4		5	
Clerk/Typist (Part Time)		0		0		0		1		1
Clerk/Typist - Elections (Part Time)		1		1		1		1		1
<b>TOTAL</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>2</b>
<b><u>HUMAN RESOURCES</u></b>										
Human Resources Director	1		1		1		1		1	
Human Resources Specialist	2		2		2		2		2	
Training Coordinator	1		0		0		0		0	
Secretary II	1		1		1		1		1	
Clerk/Typist		1		1		1		1		1
<b>TOTAL</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>
<b><u>PURCHASING</u></b>										
Purchasing Director	1		1		1		1		1	
Buyer	1		1		1		1		1	
Associate Buyer	1		1		1		1		0	
Purchasing Systems Administrator									1	
Clerk/Typist (Part Time)		1		1		1		1		1
<b>TOTAL</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>
<b><u>TREASURER</u></b>										
City Treasurer	1		1		1		1		1	
Account Clerk II	0		0		0		0		1	
Account Clerk I	1		4		4		4		3	
Clerk/Typist	4		0		0		0		0	
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>
<b><u>COMMUNITY AFFAIRS</u></b>										
Community Affairs Director	1		1		1		1		1	
Community Affairs Officer	2		2		2	2	2	2	2	2
Clerk/Typist	1		1		0		0		0	
Camera Operator	0	3	0	3	0	3		3		3
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>5</b>
<b>TOTAL FINANCE</b>	<b>44</b>	<b>6</b>	<b>43</b>	<b>6</b>	<b>42</b>	<b>8</b>	<b>42</b>	<b>9</b>	<b>43</b>	<b>9</b>

**PERSONNEL  
SUMMARY**

	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b><u>FIRE</u></b>										
Fire Chief	1		1		1		1		1	
Division Assistant Chief	2		2		2		2		2	
Fire Staff Lieutenant	8		8		10		10		10	
Secretary	1		1		1		1		1	
Fire Staff Assistant		2		2		2		2		2
<b>TOTAL FIRE</b>	<b>12</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>2</b>	<b>14</b>	<b>2</b>	<b>14</b>	<b>2</b>
<b><u>LIBRARY/MUSEUM</u></b>										
Library Director	1		1		1		1		1	
Administrative Assistant	1		1		0		0		0	
Operations Coordinator	0		0		2		2		2	
Librarian II	4		4		3		3		3	
Librarian I	5		5		10		10		10	
Librarian (Part Time)		16		18		12		15		15
Administrative Aide	1		1		1		1		1	
Library Aide	4	9	4	9	2	10	2	10	2	11
Secretary	1		1		1		1		1	
Clerk/Typist (Part Time)		1		1		1		1		1
Library Assistant		25		25		21		28		35
Page (Part Time)		27		27		22		31		24
Library Monitor		1		0		0		0		0
<b>TOTAL</b>	<b>17</b>	<b>79</b>	<b>17</b>	<b>80</b>	<b>20</b>	<b>66</b>	<b>20</b>	<b>85</b>	<b>20</b>	<b>86</b>
<b><u>MUSEUM</u></b>										
Museum Manager					1		1		1	
Education Coordinator					1		1		1	
Archivist					1		1		1	
Museum Aide (Part Time)						3		3		3
Page (Part Time)								1		0
Museum Assistant (Part Time)						1		1		2
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>5</b>
<b><u>TOTAL LIBRARY/MUSEUM</u></b>	<b>17</b>	<b>79</b>	<b>17</b>	<b>80</b>	<b>23</b>	<b>70</b>	<b>23</b>	<b>90</b>	<b>23</b>	<b>91</b>
<b><u>OTHER GENERAL GOVERNMENT</u></b>										
<b><u>REAL ESTATE &amp; DEVELOPMENT</u></b>										
Real Estate & Development Director	1		1		1		1		1	
Sr. Right of Way Representative	1		1		1		1		1	
Right of Way Specialist	2		2		2		2		2	
Aide	1		0		0	1		1		1
Secretary	1		1		1		1		1	
Clerk/Typist		0		1		0		0		0
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>

PERSONNEL SUMMARY										
	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b><u>BUILDING OPERATIONS</u></b>										
Director of Building Operations	1		1		1		1		1	
Superintendent of Building Operations	1		1		1		1		1	
Building Maintenance Specialist	7		7		8		9		9	
Secretary	1		1		1		1		1	
Clerk/Typist		1		1		1		1		1
Maintenance Personnel		1		1		1		1		1
<b>TOTAL</b>	<b>10</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>12</b>	<b>2</b>
<b><u>PLANNING</u></b>										
Planning Director	1		1		1		1		1	
Principial Planner	1		1		1		1		1	
Planner	1		2		2		2		2	
Planning Technician	1		0		0		0		0	
Secretary	1		1		1		1		1	
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>
<b>TOTAL OTHER GEN GOVERNMENT</b>	<b>21</b>	<b>2</b>	<b>20</b>	<b>3</b>	<b>21</b>	<b>3</b>	<b>22</b>	<b>3</b>	<b>22</b>	<b>3</b>
<b><u>POLICE</u></b>										
Chief of Police	1		1		1		1		1	
Captain	3		3		3		3		3	
Lieutenant	10		10		10		10		10	
Sergeant	24		23		23		23		23	
Police Officer	98		100		100		100		100	
Police Service Aide	31		31		31		31		31	
Animal Control Officer	3		3		3		3		3	
Communications Supervisor	8		8		8		8		8	
Communications Manager	1		1		1		1		1	
Office Coordinator	1		1		1		1		1	
Police Records Supervisor	1		1		1		1		1	
Administrative Aide	0		0		0		0		1	
Secretary	0		0		0		0		1	
Account Clerk	1		1		1		1		0	
Clerk/Typist	10		10		10		5		4	
Records Clerk	0		0		0		5		5	
Research & Tech. Administrator	1		1		1		1		1	
Crossing Guard		10		10		10		12		12
Intern		1		1		1		1		1
<b>TOTAL POLICE</b>	<b>193</b>	<b>11</b>	<b>194</b>	<b>11</b>	<b>194</b>	<b>11</b>	<b>194</b>	<b>13</b>	<b>194</b>	<b>13</b>

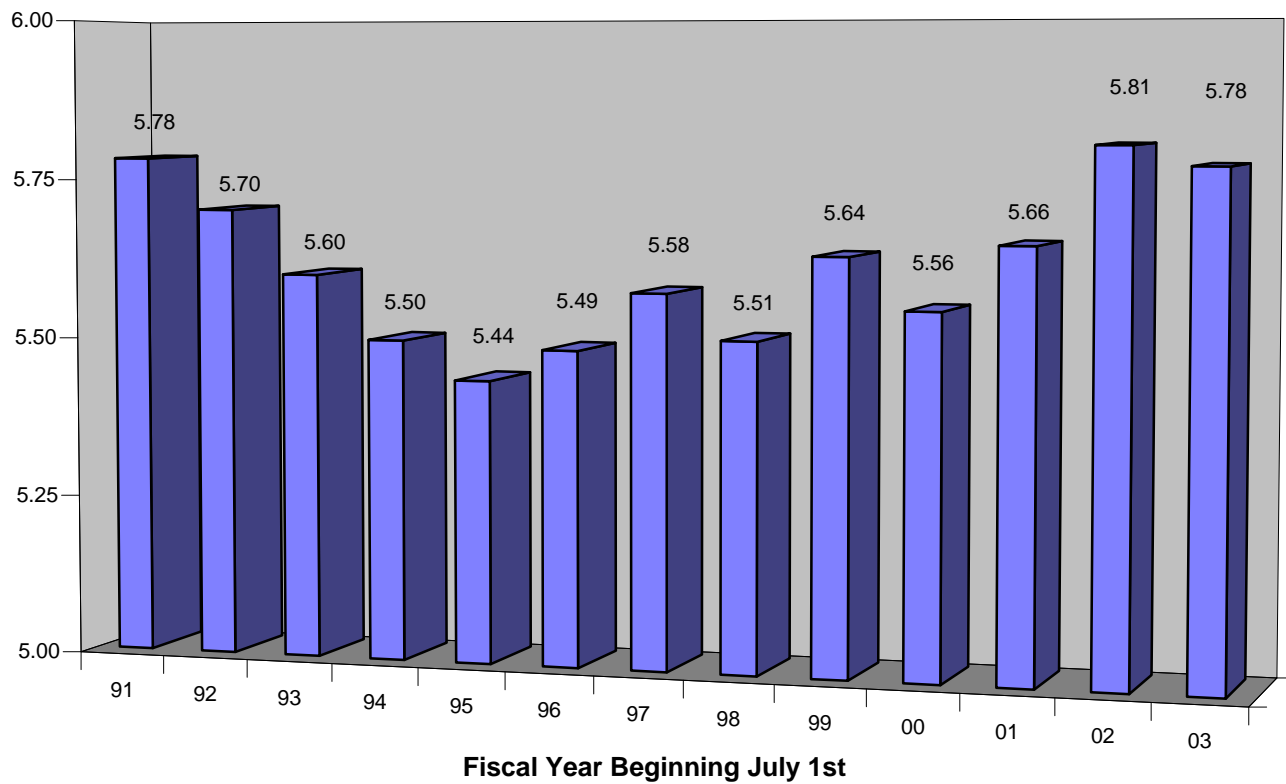
PERSONNEL SUMMARY	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04	
	Full	Part	Full	Part	Full	Part	Full	Part	Full	Part
	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time
<b><u>PARKS &amp; RECREATION</u></b>										
Parks & Recreation Director	1		1		1		1		1	
Superintendent of Recreation	1		1		1		1		1	
Parks Superintendent	1		1		1		1		1	
Landscape Analyst	1		1		1		1		1	
Nature Center Manager	1		1		1		1		1	
Community Center Manager	1		1		1		1		1	
Recreation Supervisor	5		5		5		5		5	
Field Supervisor	2		2		2		2		2	
Secretary II	1		1		1		1		1	
Naturalist	1		1		1		1		1	
Assistant Naturalist	1		1		1		1		1	
Museum Curator	1		1		0		0		0	
Leader	2		2		2		2		2	
Irrigation Specialist	2		2		1		2		1	
Tree Specialist	3		3		4		3		4	
Aquatics Coordinator	0		0		1		1		1	
Fitness/Gym Coordinator	0		0		1		1		1	
Laborer	6		6		6	0	6	1	6	1
Education Coordinator	0		1		0		0		0	
Clerk/Typist	3		3		3		4		3	
Clerk/Typist (Part Time)		3		4		1		3		3
Account Clerk II	0		0		0		0		1	
Preschool Coordinator (Part Time)		1		1		1		1		1
Senior Coordinator (Part Time)		1		1		1		1		1
Naturalist Aide (Part Time)		1		1		1		1		1
Museum Assistant		1		1		0				
Museum Aide		4		4		0				
N.C. Instructor (Part Time)		1		0		6		6		6
Locker Room Attendant (Part Time)						10		10		8
Lifeguard (Part Time)						15		77		77
Attendant (Part Time)		8		8		8		16		30
<b>TOTAL PARKS &amp; RECREATION</b>	<b>33</b>	<b>20</b>	<b>34</b>	<b>20</b>	<b>34</b>	<b>43</b>	<b>35</b>	<b>116</b>	<b>35</b>	<b>128</b>
<b><u>PUBLIC WORKS</u></b>										
<b><u>STREETS &amp; DRAINS DIVISION</u></b>										
Public Works Director	1		1		1		1		1	
Administrative Aide	1		1		1		1		1	
Engineering Assistant	1		0		0		0		0	
Superintendent of Streets & Drains	1		1		1		1		1	
Field Supervisor	2		2		2		2		2	
Leader	3		3		3		3		3	
Equipment Operator II	7		9		9		9		9	
Equipment Operator I	13		13		15		15		15	
Summer Labor		15		15		15		16		16
Seasonal Supervisor				2		2		2		2
Storm Water Utility Engineer			1		1		1		1	
Account Clerk	0.5		0.5		0.5		0.5		0.5	
Project Construction Manager			1		1		1		1	
<b>TOTAL</b>	<b>29.5</b>	<b>15</b>	<b>32.5</b>	<b>17</b>	<b>34.5</b>	<b>17</b>	<b>34.5</b>	<b>18</b>	<b>34.5</b>	<b>18</b>

PERSONNEL SUMMARY											
	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04		
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
<b><u>WATER &amp; SEWER DIVISION</u></b>											
Superintendet of Water & Sewer	1		1		1		1		1		
Inspector	1		1		1		1		1		
Field Supervisor	2		2		2		2		2		
Civil Engineer	1								0		
Engineering Assistant	1								0		
Leader	3		3		3		3		3		
Equipment Operator II	6		6		6		6		6		
Equipment Serviceman	7		7		7		7		7		
Equipment Operator I	11		9		9		9		9		
Office Coordinator	1		1		1		1		1		
Clerk/Typist	3	1	3		3		3		3		
Summer Labor		6		6		6		6		6	
TOTAL	37	7	33	6	33	6	33	6	33	6	
<b><u>FLEET MAINTENANCE</u></b>											
Superintendent of Fleet Maintenance	1		1		1		1		1		
Field Supervisor	2		2		2		2		2		
Inventory Assistant/Clerk	1		1		1		1		1		
Trade Specialist II	4		4		4		4		4		
Trade Specialist I	5		5		5		6		6		
Equipment Serviceman	5		5		5		4		4		
Summer Laborer		2		2		2		2		2	
TOTAL	18	2	18	2	18	2	18	2	18	2	
<b><u>REFUSE/RESOURCE RECOVERY</u></b>											
Solid Waste Coordinator	1		1		1		1		1		
Account Clerk	0.5		0.5		0.5		0.5		0.5		
Recycling Center Attnd.		1		1		1		1		1	
TOTAL	1.5	1	1.5	1	1.5	1	1.5	1	1.5	1	
TOTAL PUBLIC WORKS	86	25	85	26	87	26	87	27	87	27	
<b><u>INFORMATION TECHNOLOGY</u></b>											
Information Technology Director	1		1		1		1		1		
PC Specialist	3		3		3		3		3		
Network Administrator	1		1		1		1		1		
Applications Support Specialist	1		1		1		1		1		
GIS Administrator	1		1		1		1		1		
Programmer/Analyst	1		1		1		2		2		
TOTAL INFORMATION TECHNOLOGY	8	0	8	0	8	0	9	0	9	0	



PERSONNEL SUMMARY	Approved 1999/00		Approved 2000/01		Approved 2001/02		Approved 2002/03		Requested 2003/04	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b><u>GOLF COURSE</u></b>										
Director of Golf Operations	1		1		1		1		1	
Assistant Golf Professional (Part Time)		1		1		1		1		1
Superintendent of Greens	1		1		1		1		1	
Maintenance Specialist	2		2		2		2		2	
Summer Labor (Part Time)		8		8		16		18		16
Cashier (Part Time)		4		4		7		5		7
Starter Ranger (Part Time)		7		7		11		13		11
ProShop Manager (Part Time)					1		1			1
<b>TOTAL GOLF COURSE</b>	<b>4</b>	<b>20</b>	<b>4</b>	<b>20</b>	<b>4</b>	<b>35</b>	<b>4</b>	<b>37</b>	<b>4</b>	<b>36</b>
<b><u>AQUATIC CENTER</u></b>										
Pool Manager								1		1
Assistant Manager								3		3
Support Staff								70		70
<b>TOTAL AQUATIC CENTER</b>								<b>74</b>		<b>74</b>
<b>TOTAL PERSONNEL</b>	<b>473</b>	<b>175</b>	<b>474</b>	<b>178</b>	<b>485</b>	<b>207</b>	<b>489</b>	<b>379</b>	<b>490</b>	<b>391</b>

### Full-time Employees per 1,000 Population



**CITY COUNCIL**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
City Council	\$87,888	\$91,092	\$87,071	\$90,540	\$90,480	-.1%
<b>TOTAL DEPARTMENT</b>	<b>\$87,888</b>	<b>\$91,092</b>	<b>\$87,071</b>	<b>\$90,540</b>	<b>\$90,480</b>	<b>-.1%</b>
Personal Services	\$17,162	\$17,112	\$16,930	\$16,930	\$16,870	-.4%
Supplies	25,852	18,167	9,620	20,200	12,500	-38.1
Other	44,874	55,813	60,521	53,410	61,110	14.4
Capital Outlay						
<b>TOTAL DEPARTMENT</b>	<b>\$87,888</b>	<b>\$91,092</b>	<b>\$87,071</b>	<b>\$90,540</b>	<b>\$90,480</b>	<b>-.1%</b>



**CITY MANAGER'S OFFICE**  
**FUNCTIONAL ORGANIZATIONAL CHART**

**CITY MANAGEMENT PROGRAM**

- Provide support and make recommendations to the City Council
- Municipal corporation operations
- Organizational management
- Fiscal management
- Classification plan maintenance
- Candidate selection for vacant senior staff positions
- Long range planning
- Council-community relationships
- Enhance professional culture of the organization
- Advance basic tenets of the Council-Manager form of government

**BUDGET AND OPERATIONS PROGRAM**

- Annual operating budget preparation
- Expenditure and revenue monitoring
- Financial trend analysis and evaluation
- Management studies
- Capital Improvement Program development

**PROGRAM DEVELOPMENT AND  
EVALUATION**

- Program development and implementation
- Evaluation of program viability

**CITY MANAGER'S OFFICE**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
City Manager	\$615,633	\$711,644	\$733,290	\$733,260	\$770,890	5.1%
<b>TOTAL DEPARTMENT</b>	<b>\$615,633</b>	<b>\$711,644</b>	<b>\$733,290</b>	<b>\$733,260</b>	<b>\$770,890</b>	<b>5.1%</b>
Personal Services	\$562,767	\$650,226	\$673,810	\$675,340	\$701,170	3.8%
Supplies	6,785	11,584	11,600	7,770	11,650	49.9
Other Services/Charges	45,069	49,834	47,880	50,150	58,070	15.8
Capital Outlay	1,012	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$615,633</b>	<b>\$711,644</b>	<b>\$733,290</b>	<b>\$733,260</b>	<b>\$770,890</b>	<b>5.1%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
City Manager	6	0	6	0	6	0	6	0
<b>TOTAL DEPARTMENT</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>

## **CITY MANAGER'S OFFICE**

### **SERVICE STATEMENT**

As the City's Chief Administrative Officer, the City Manager is ultimately responsible for all operations of the municipal corporation. The City Manager's Office provides organizational and fiscal management as well as program development and evaluation. Each requires daily effort.

In addition to overseeing daily operations, the City Manager's Office develops new systems and methods relative to City services and is responsible for the research and analysis of programs in anticipation of future needs and challenges. The Manager's Office coordinates with City Council to enact and implement public policy and to manage the City's mission and goals and objectives.

Providing support to the Mayor and City Council is another important aspect of this office. This involves effective communication and being available to the City Council. The Manager's Office is at the vanguard of the organization projecting vitality, professionalism, and quality service to residents, private agencies, organizations, and its employees.

The City's budget function is also located in this office. The budget is prepared in accordance with the State Budgeting Act. This office monitors the City's financial condition through budget amendments, forecasts, quarterly budget reports, and the review of department performance measurements. The Capital Improvement Plan, water and sewer rate studies, and Financial and Demographic Trend Reviews are also prepared in this office.

### **KEY GOALS**

- 1) Partner with City Council to achieve the City's mission and goals
- 2) Identify priorities and establish management procedures that develop and effectively utilize City resources
- 3) Create a level of service budget for City operations and capital improvements that encourage accountability, flexibility and creativity in response to community needs
- 4) Provide leadership, coordination, and administrative support to municipal operations
- 5) Develop the most qualified management team using selection methods based on merit and equal opportunity

**CITY MANAGER'S OFFICE**  
**2003/04 PERFORMANCE OBJECTIVES**

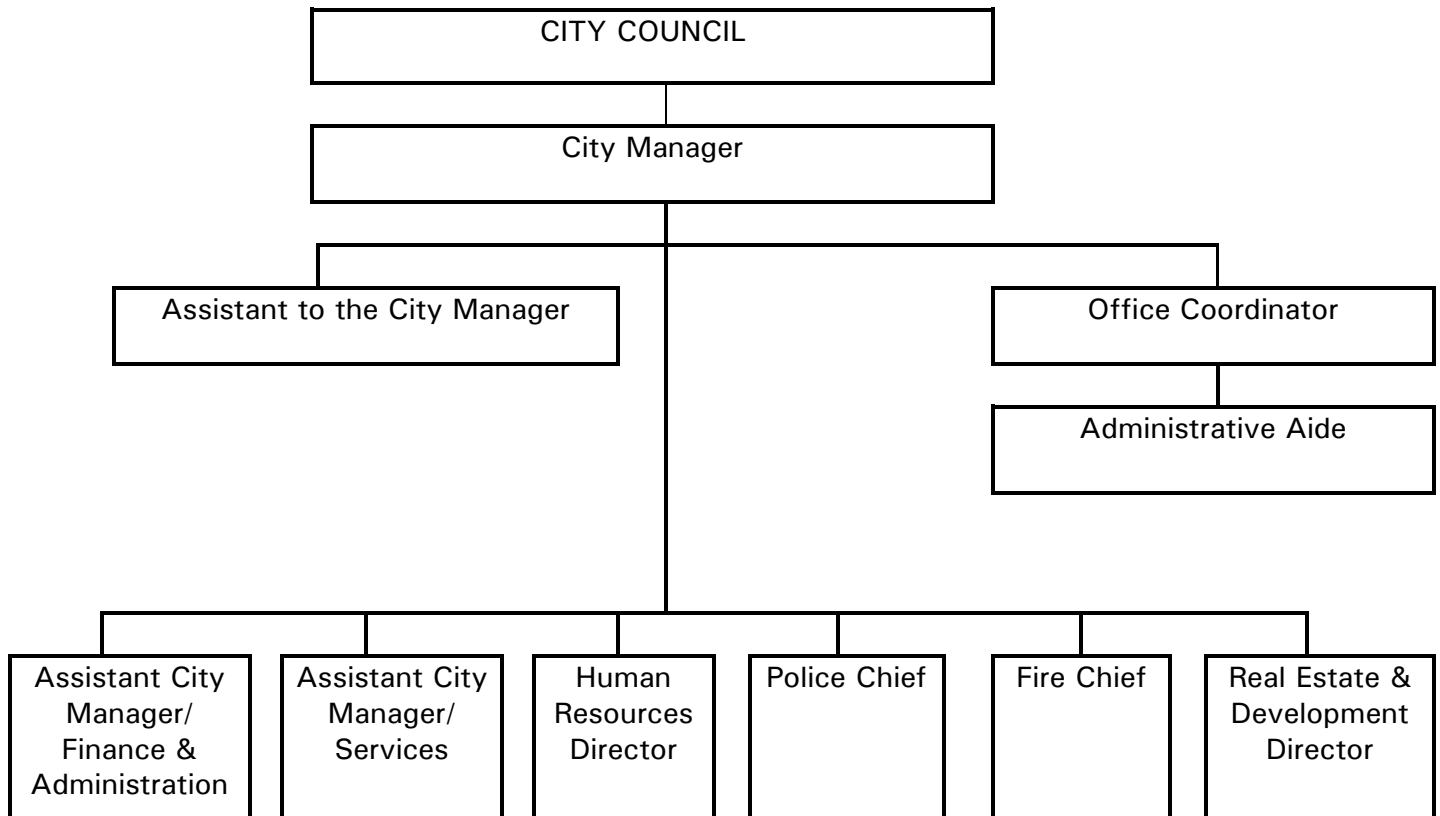
1. Update City Manager's Office web page. (G&O#3)
2. Direct reviews of Administrative Memoranda to effectuate updates and/or rescissions so that policies are current and relevant. (G&O#1)
3. Create electronic search and retrieval system of Administrative Memoranda, to eliminate multiple hard copies that would otherwise need to be maintained by all departments, and to ensure that only the most current Ad Memos are referenced. (G&O#1)
4. Discover ways to shorten City Council agenda packets. (G&O#1,3)
5. Work with developers on feasibility of elements planned for Civic Center site. (G&O#2,5)

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Number of Regular Council Meetings	25	24	24	24
Number of Study Sessions & Special Meetings	22	19	14	14
Number Labor Contracts Settled Using Interest Based Bargaining Method of Negotiation	2	2	N/A	1
Number of Government Finance Officers Association Awards	3	3	3	3
Number of Citizen Academies	2	2	2	2



# CITY MANAGER'S OFFICE

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
City Manager	1	1	1
Assistant City Manager/Finance & Administration	1	1	1
Assistant City Manager/Services	1	1	1
Assistant to the City Manager	1	1	1
Office Coordinator	1	1	1
Administrative Aide	0	0	1
Manager's Office Secretary	1	1	0
<b>TOTAL DEPARTMENT</b>	<b>6</b>	<b>6</b>	<b>6</b>

**CITY MANAGER'S OFFICE**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

Reflects proposed salary increases.

**SUPPLIES:**

The increase is in line with estimated year-end and last year's actual expenditures.

**OTHER SERVICES/CHARGES:**

The increase is mainly attributable to the internal charges for additional laptop computers assigned to the City Manager's Office.

# **CITY ATTORNEY'S OFFICE**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATION**

- Prepares and administers the department budget
- Liaison with local, Federal, or State agencies, associations and groups
- Supervises outside retained counsel
- Liaison with other City departments
- Coordinates staff development
- Coordinates technological development
- Coordinates and evaluates activities of the staff
- Monitors telecommunications permits

### **DEFENSE OF THE CITY**

- Defends the City regarding zoning and planning decisions
- Defends the City and officials in personal injury cases
- Defends the City and officials in civil rights matters
- Defends the City, officials, employees and volunteers in all matters
- Defends the City Assessor's value determinations

### **CITY AS PLAINTIFF**

- Eminent Domain
- Invoice collection
- Nuisance abatement
- Secretary of State drivers license revocation hearings
- Prepares administrative search warrants when necessary
- Represents City at other administrative hearings, including but not limited to environmental law hearings

### **ORDINANCE PROSECUTIONS**

- Drug and alcohol enforcement
- Building and zoning ordinance enforcement
- Domestic abuse (includes new statutory notification procedure)
- Retail fraud (shoplifting)
- Traffic
- Disorderly conduct
- Assault and battery
- Numerous other ordinance violations

### **ADVISING THE CITY OFFICIALS**

- Provides legal advice and updates for City Council
- Attends meetings of City Council, Boards and Commissions, and Management meetings
- Provides legal advice and updates for City Boards and Commissions
- Provides legal advice and updates for the City Management, department directors and employees
- Monitors compliance with the Open Meetings Act and Freedom of Information Act
- Acts as a liaison with local, state, and federal government entities

### **OTHER ACTIVITIES**

- Drafts, negotiates and reviews contracts and bonds
- Recommends necessary revisions of the Charter and Code
- Receives citizen complaints, mediates disputes and/or issues criminal misdemeanor warrants
- Provides training regarding the law and legal procedures for employees and officials
- Prepares numerous agenda items for City Council consideration
- Assists citizens on a daily basis by answering inquiries or telephone calls, and providing appropriate referrals when warranted
- Other activities

**CITY ATTORNEY'S OFFICE**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
City Attorney's Office	\$815,448	\$902,445	\$1,038,670	\$1,048,690	\$1,095,580	4.5%
<b>TOTAL DEPARTMENT</b>	<b>\$815,448</b>	<b>\$902,445</b>	<b>\$1,038,670</b>	<b>\$1,048,690</b>	<b>\$1,095,580</b>	<b>4.5%</b>
Personal Services	\$570,255	\$691,957	\$729,750	\$729,100	\$779,930	7.0%
Supplies	4,655	11,559	7,700	5,020	7,750	54.4
Other Services/Charges	219,783	185,074	301,220	314,570	307,900	-2.1
Capital Outlay	20,755	13,855	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$815,448</b>	<b>\$902,445</b>	<b>\$1,038,670</b>	<b>\$1,048,690</b>	<b>\$1,095,580</b>	<b>4.5%</b>

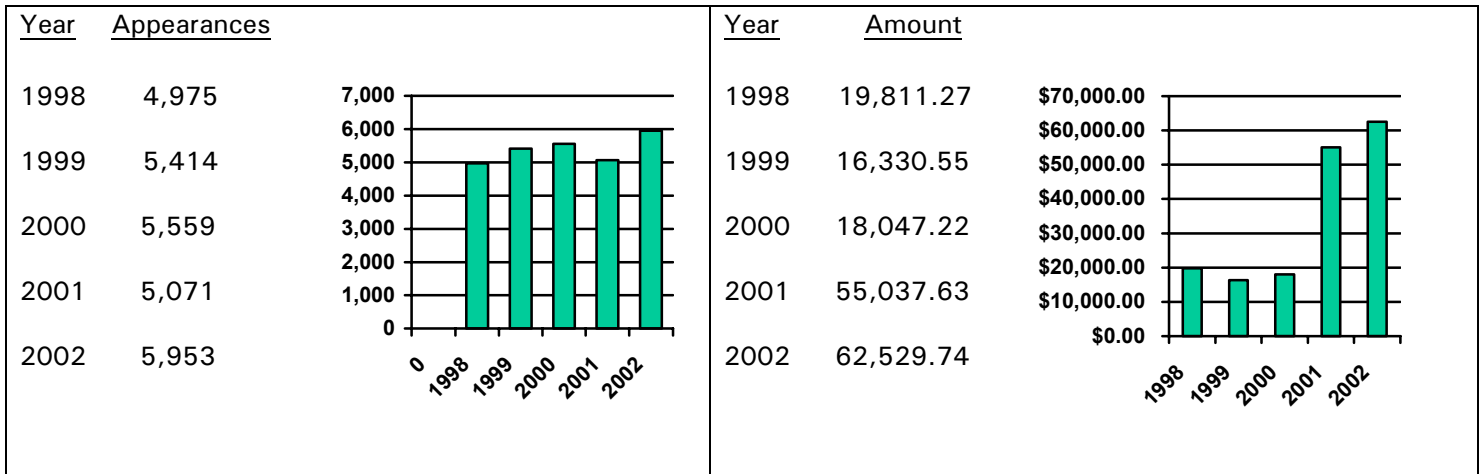
<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Law Department	7	2	7	2	8	1	8	1
<b>TOTAL DEPARTMENT</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>

# CITY ATTORNEY'S OFFICE

## KEY DEPARTMENTAL TRENDS

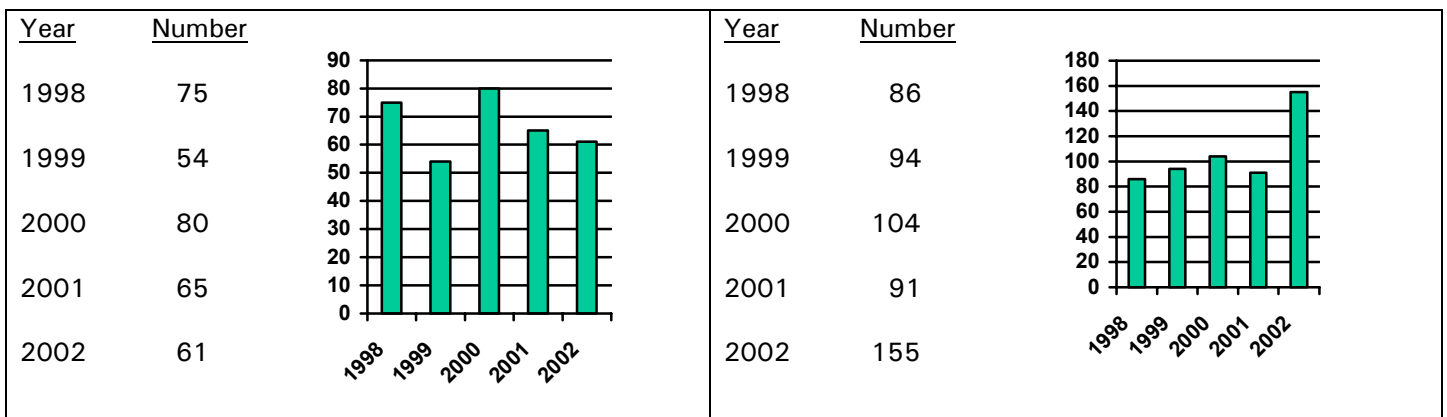
### DISTRICT COURT CASE LOAD

### COLLECTION EFFORTS: OBLIGATIONS OWED TO THE CITY



### FORMAL CITIZEN COMPLAINTS OF CRIMINAL ACTIVITIES

### NUMBER OF CIVIL COURT APPEARANCES



### CIVIL LITIGATION CASES

Type	Cases Closed In 2002	Case Files Opened In 2002	Cases Still Pending
Zoning	3	1	2
Eminent Domain	16	13	17
Tax	3		3
Civil Rights	5	1	4 *
Personal Injury and Damage	5	3	4 * *
Appeals	4	3	
Miscellaneous	8	3	3
TOTALS	44	24	31

\*Two of these cases have been successfully litigated, but post trial proceedings for collection of costs are pending.

\*\*One case was successfully litigated, but post trial proceedings for collection of costs are pending.

## **CITY ATTORNEY'S OFFICE**

### **SERVICE AND MISSION STATEMENTS**

#### **SERVICE STATEMENT:**

The Troy City Attorney's Office serves as a center for legal services, information and education for the officials, employees and volunteers of the City. The attorneys represent the City's interest in the United States Supreme Court, U.S. 6<sup>th</sup> Circuit Court of Appeals, U.S. District Courts, Michigan Supreme Court, Michigan Court of Appeals, State Circuit Court, District Courts, Michigan Tax Tribunal, Federal Communications Commission, Secretary of State Administrative Hearings, Arbitrations, and various other agencies and boards.

In order to remain current for research purposes, the City Attorney's Office has several hard copy legal resources. In addition, the Office continues to utilize on-line legal resources and some CD-ROM references. The Troy Charter and the City Code are also available on-line, and assist in answering inquiries from City officials, staff, and the general public.

The City Attorney's Office is committed to provide quality legal services and information to the officials, staff and volunteers of the City. Therefore, the entire professional legal staff emphasizes continuing education, training, and proficiency.

#### **MISSION STATEMENT:**

The mission of the Troy City Attorney's Office is to provide effective and efficient legal services to the City Council, City management and the various boards and committees of the City.

- The professional staff represents the City in all legal proceedings and matters in which the City is interested.
- The City Attorney's Office also provides legal advice to the City Council, the City Manager and to other departments and officers of the City.
- The City Attorney's Office also prepares and/or reviews all ordinances, contracts, bonds and other written instruments that are binding on the City, and provides opinions as to their legality.
- The City Attorney's Office is also responsible for prosecution of all ordinance violations and traffic matters.
- Changes or recent developments in laws affecting the City are monitored by the City Attorney's Office, and presented to City Council, Management, and the Boards and Committees.
- The City Attorney's Office also performs other duties, as prescribed by the Charter or by the Council.
- The City Attorney's Office provides information to the public and government officials regarding matters that directly relate to the City and procedures in dealing with the City.
- The City Attorney does not give private legal advice, but does refer citizens to available legal services.
- The City Attorney cooperates and interacts with many outside agencies and entities, such as the County Prosecutor, the various law enforcement agencies, the Secretary of State, other units of local government, the State government and United States government.
- The City Attorney endeavors to be technologically and professionally competitive with law firms in the state.
- The City Attorney provides public information regarding legal issues through the media, community organizations and professional associations.
- The City Attorney fosters and promotes continuing legal education of the City officials, management, staff and the community.

## **CITY ATTORNEY'S OFFICE**

### **2003/04 PERFORMANCE OBJECTIVES**

#### **GOAL #1 – CONTINUING LEGAL EDUCATION**

- Alert City Council to any changes in state or federal law that affect the City of Troy
- Alert the appointed boards and commissions to any changes in state or federal law, and provide advice on relevant legal issues that would affect each board or commission
- Appoint an attorney liaison to each board or commission, to address any legal issues or provide advice on potential ordinance amendments
- Alert City management to any changes in state and/or federal law, and provide an attorney staff liaison for each department
- Educate Troy citizens about the legal process through participation in citizen academy and citizen police academy
- Conduct programs associated with improving the public's understanding of the justice system by sponsoring Law Day activities and displays at City Hall, the Library and the Museum (G&O#1,3)

#### **GOAL #2 – CODE UPDATE**

- Undertake a complete, multi-faceted review of the current Troy Ordinances and Charter provisions and amend, as necessary, the current ordinances
- Consistently format the Troy Ordinances, and amend current ordinances that contain "legalese" or are difficult to understand
- Review and streamline, as necessary, the current licensing ordinances and policies, after consideration of state and/or federal licensing measures
- Pursue codification of the current Troy Ordinances in conjunction with administration (G&O#1,3)

#### **GOAL #3 –MUNICIPAL CIVIL INFRACTIONS**

- Assist with the conversion to a municipal civil infraction system. This includes training and education for the Police Department, the Building Department, the Fire Department and the Engineering Department (G&O#1)

#### **GOAL #4 – DEPARTMENTAL TRAINING**

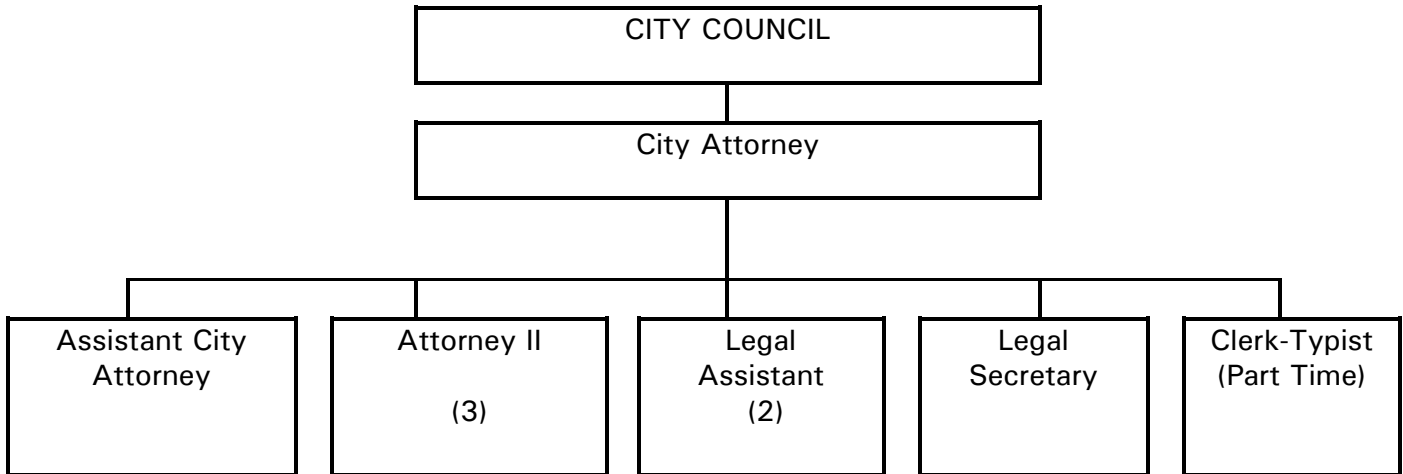
- Continue to implement a computerized legal research system, and conduct training, as necessary, to be more productive and efficient in legal research
- Continue to maximize electronic usage, and minimize paper usage, working towards a paperless system of communication
- Implement and utilize the circuit and district court computerized record system, which is designed to increase staff efficiency
- Continue networking with others engaged in the practice of municipal law (G&O#1,7)

#### **GOAL #5 – ADMINISTRATIVE ASSISTANCE**

- Review standard City contracts, and revise the contracts, if possible, to make them clearer and easier to understand
- Survey other City administrative departments to obtain suggestions regarding how the City Attorney's Office can better meet department needs
- Provide liability and witness training to new City employees (G&O#1,3)

# CITY ATTORNEY'S OFFICE

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Attorney II	2	3	3
Legal Assistant	2	2	2
Legal Secretary	1	1	1
Assistant City Attorney (Part Time)	1	0	0
Clerk Typist (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>9</b>	<b>9</b>	<b>9</b>



**CITY ATTORNEY'S OFFICE**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

The Personal Services percentage has increased due to substantial staffing modifications within the past two years. In addition, the insurance costs continue to rise for both worker's disability compensation and also health and life insurance.

**OFFICE SUPPLIES:**

During the past year, our increased staffing has resulted in aggressive prosecution of cases. This has lead to an unexpected increase in office supplies, postage (where the rates were unexpectedly increased), witness fees (including expert witness fees), depositions and transcripts, and "other" (costs for copying documents off premises, etc.). The trend of aggressive prosecution is expected to continue, therefore necessitating increases in these areas.

**COMMUNICATIONS – MOBILE PHONES:**

It is anticipated that the City will renegotiate a mobile phone contract. As such, an increase to the cost is anticipated for the 2003/04 fiscal year.

**MEMBERSHIP AND DUES:**

The annual fee for PROTEC is included in our Membership and Dues budget item. Due to a change in accounting for PROTEC, this membership was not due during the 2001/02, but is anticipated for the 2003 year. This membership is estimated to cost \$20,000.

**CONSULTANT SERVICES:**

Estimates for codification of the City Ordinances have been included in legal consultant services, which is an addition to the 2003/04 budget for the City Attorney's Office.



# **BUILDING INSPECTION DEPARTMENT**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATION**

- Prepares and administers department budget
- Develops departmental policies and procedures that allow for productive and professional services
- Prepares agendas and provides technical support to the Board of Zoning Appeals and Building Code Board of Appeals
- Prepares agenda items for City Council consideration
- Ensures that inspectors complete continuing education classes to maintain State registration
- Establishes and maintains good working relationships with builders, developers, businesses, residents and citizen groups
- Provides education to the public on the activities of the department
- Oversees and provides administrative support to City building projects

### **PLAN REVIEW**

- Reviews plans for compliance with all City, State and Federal codes, ordinances and laws and prepares for issuance all permits from fences to high-rise buildings
- Provides information regarding codes, ordinances, processes and requirements
- Provides technical support and attends meetings of the Building Code Board of Appeals and the Advisory Committee for Persons with Disabilities
- Prepares Building and Zoning Board of Appeals denials
- Coordinates and compiles information and requirements for all other departments involved in construction

### **INSPECTION**

- Inspects all construction at various stages through completion to assure compliance with all codes and ordinances
- Provides information and assistance to all citizens of the City
- Coordinates inspections with Fire, Engineering, Water and all other involved departments
- Assists homeowners with complaint process through the State of Michigan

### **POLITICAL SIGN ENFORCEMENT**

- Ensures compliance with political sign ordinance by checking locations, sizes, and number of signs,
- Removes and disposes of illegal signs

### **HOUSING & ZONING**

- Enforces ordinances that address junk vehicles, litter, commercial vehicles and equipment, home occupations, signs, nuisances, property maintenance, and zoning
- Inspects all apartment units approximately every two years, to ensure compliance with property maintenance codes
- Inspects and certifies all signs for code compliance
- Initiates legal action in code enforcement cases
- Responds to complaints related to code enforcement issues
- Provides information to the public about code compliance and the enforcement process

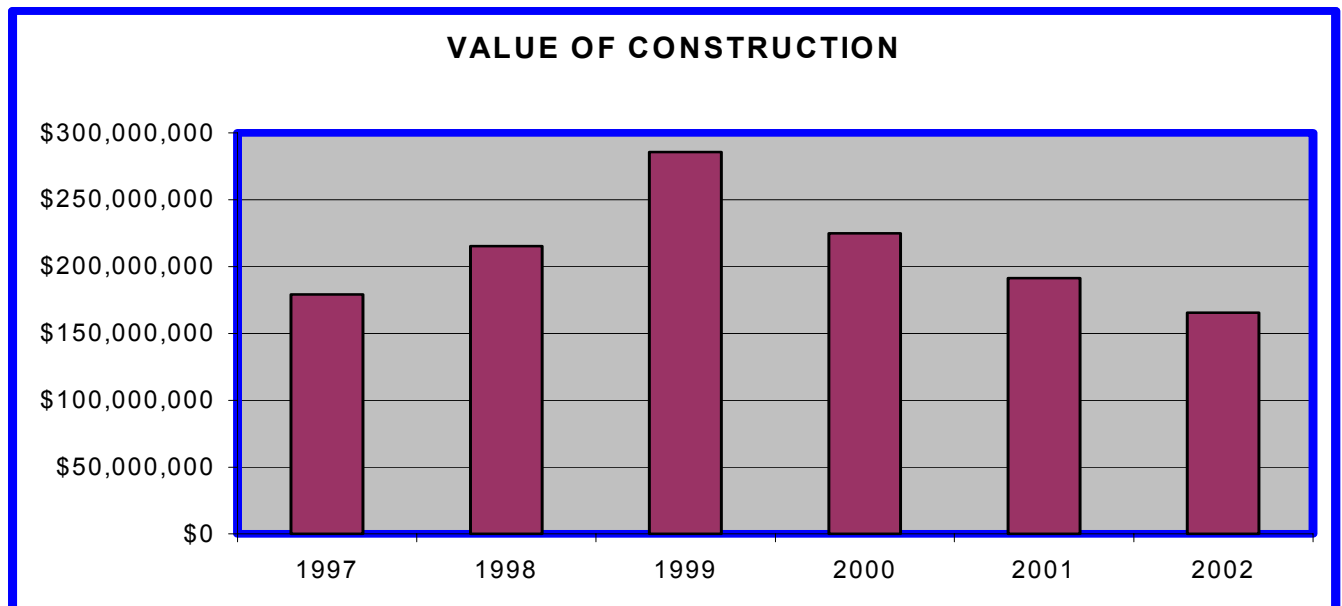
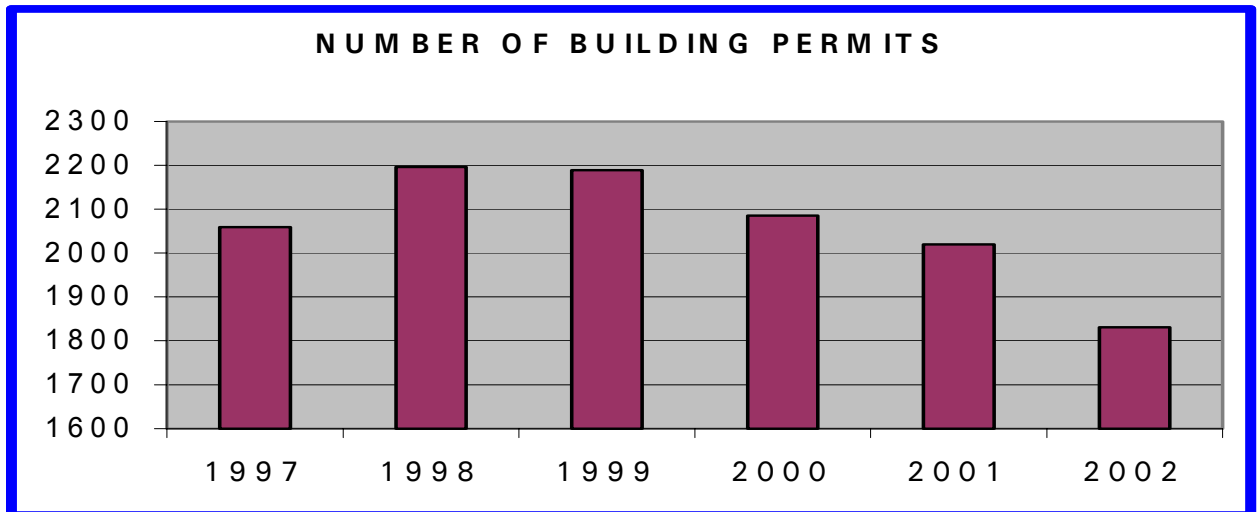
**BUILDING INSPECTION DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Building Inspection	\$1,500,807	\$1,697,480	\$1,797,020	\$1,893,800	\$1,978,860	4.5%
<b>TOTAL DEPARTMENT</b>	<b>\$1,500,807</b>	<b>\$1,697,480</b>	<b>\$1,797,020</b>	<b>\$1,893,800</b>	<b>\$1,978,860</b>	<b>4.5%</b>
Personal Services	\$1,351,582	\$1,530,516	\$1,629,740	\$1,727,130	\$1,801,690	4.3%
Supplies	8,231	7,676	8,500	8,780	9,100	3.6
Other Services/Charges	140,867	159,288	158,780	157,890	168,070	6.5
Capital Outlay	127	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$1,500,807</b>	<b>\$1,697,480</b>	<b>\$1,797,020</b>	<b>\$1,893,800</b>	<b>\$1,978,860</b>	<b>4.5%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Building Inspection	21	1	22	0	22	0	22	0
<b>TOTAL DEPARTMENT</b>	<b>21</b>	<b>1</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>

## BUILDING INSPECTION DEPARTMENT

### KEY DEPARTMENTAL TRENDS



## **BUILDING INSPECTION DEPARTMENT**

### **SERVICE STATEMENT**

The Building Inspection Department serves the community in many different ways. We enforce thirty different chapters of the Troy City Code, including building codes, property maintenance, signs, litter, zoning, nuisance and others.

We have a staff of twenty-two full-time employees performing duties, dedicated to protecting the health, safety and welfare of all people within the City of Troy. One of the two supervisors oversees the work performed by trade inspectors. This relates to various types of construction, from single-family residential to high-rise offices and everything in between.

Inspectors also respond to complaints, provide courtesy inspections, site checks and assist the general public by supplying information related to plumbing, heating, air-conditioning, electrical and building. All staff involved in this area is registered with the State of Michigan as inspectors in one or more trade categories.

The second supervisor is charged with overseeing the Housing & Zoning Division. Three code enforcement inspectors perform apartment inspections, and enforce the property maintenance code.

This division also reviews sign plans, issues sign permits, and inspects all signs in the City. They also enforce the zoning, noise, junk vehicle, and litter regulations. These people also handle the majority of court cases generated from the Building Inspection Department.

The clerical support staff is generally the first people to have contact with the public. Among other things they answer telephones, take in all permit applications, answer general questions, issue and file all permits, schedule inspections and record inspection results, type all correspondence, and register contractor licenses. During calendar year 2002, the clerical staff handled 13,525 permits and registrations.

Additionally, the Department is responsible for staff support to the Board of Zoning Appeals and the Building Code Board of Appeals. This includes initial correspondence, public hearing notices, agenda preparation, minutes and result letters. In addition the department prepares agenda items for the City Council where their deliberations are required on matters affecting building and zoning issues. The Department also provides technical assistance to both the Historical District Commission and the Committee for Persons with Disabilities.

Members of the Building Department staff are considered leaders in their fields. They serve as officers, on boards of directors, and committee appointments to numerous organizations on the local, state and national level. Staff members provide training and education to other inspectors in the area.

## BUILDING INSPECTION DEPARTMENT

### 2003/04 PERFORMANCE OBJECTIVES

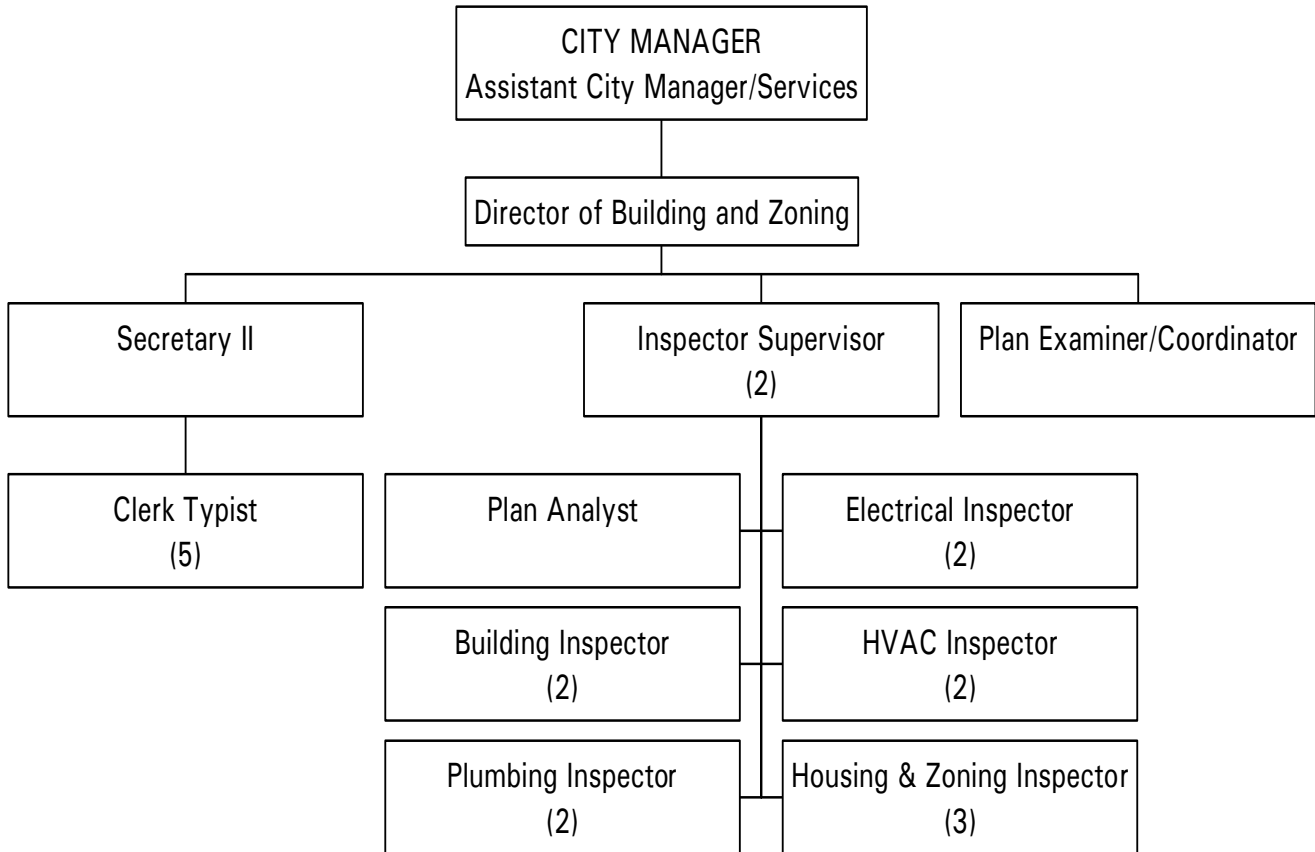
1. Improve operating technology. (G&O#1)
2. Adopt new State of Michigan Codes. (G&O#6)
3. Adopt new Property Maintenance Code. (G&O#6)
4. Increase annual apartment inspections. (G&O#6)
5. Improve access to information available on the website. (G&O#3)
6. Adopt a reorganized, more user friendly Sign Ordinance. (G&O#3,6)
7. Construction projects for City Hall Addition, Golf Course, and Fire Station #3. (G&O#4,6)

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Number of Building Permits Total	1937	1730	1800	1,750
Number of Sign Permits	392	400	500	400
Value of Construction Total	\$143,908,032	\$160,000,000	\$195,000,000	\$170,000,000
Value of Construction – Industrial	\$15,852,147	\$12,000,000	\$18,000,000	\$10,000,000
Value of Construction – Commercial	\$36,776,307	\$57,000,000	\$105,000,000	\$72,000,000
Value of Construction - Religious/ Govt.	\$20,776,483	\$16,500,000	\$18,500,000	\$15,000,000
Single Family Dwelling Permits	111	125	100	160
Value of Construction – Residential	\$48,933,268	\$50,000,000	\$28,000,000	\$45,000,000
Plan Review	1,029	1,000	1,000	1,000
BZA Items Considered - Total *	129	108	90	105
BBA Items Considered - Total *	43	51	40	35
Number of Inspections - Total *	35,164	35,141	32,000	35,000
Multiple Dwelling Inspections	1,479	1,200	1,000	1,800
Avg. Daily Inspections/Inspector *	15.79	15.88	16.00	15.80
Avg. Miles/Inspection *	2.27	2.28	2.25	2.28
License and Registrations Issued	1,372	1,300	1,800	1,300

\* Calendar Year

# BUILDING INSPECTION DEPARTMENT

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Director of Building & Zoning	1	1	1
Inspector Supervisor	2	2	2
Plan Examiner/Coordinator	1	1	1
Secretary II	1	1	1
Clerk Typist	5	5	5
Plan Analyst	1	1	1
Building Inspector	2	2	2
Electrical Inspector	2	2	2
H.V.A.C. Inspector	2	2	2
Housing & Zoning Inspector	3	3	3
Plumbing Inspector	2	2	2
<b>TOTAL DEPARTMENT</b>	<b>22</b>	<b>22</b>	<b>22</b>



**BUILDING INSPECTION DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

The Personal Services budget is higher due to increases in wages.

**OFFICE SUPPLIES:**

Office Supplies increased due to inflationary rises in supply costs.

**OTHER SERVICES/CHARGES:**

Computer Services has been increased due to the acquisition of an additional computer for new inspector. Vehicle Rental has been increased to account for an additional vehicle for the third Housing and Zoning Inspector. The Mobile Phones account was increased to allow for the purchase of new equipment at the end of the current contract.



# ENGINEERING DEPARTMENT

## FUNCTIONAL ORGANIZATIONAL CHART

### ADMINISTRATION

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>■ Prepares and administers department budget</li> <li>■ Prepares and administers Capital improvement budget for roads, sanitary sewers, water mains, storm drains and sidewalks</li> <li>■ Develops Master Plans for Capital improvements</li> <li>■ Liaisons with Federal, State and County agencies and other Cities to implement projects</li> <li>■ Liaisons with developers to implement public improvements for new residential, commercial, and industrial developments</li> <li>■ Liaisons with utility companies for private utility construction in City right-of-way</li> <li>■ Prepares and maintains Development Standards for new development</li> </ul> | <ul style="list-style-type: none"> <li>■ Prepares and maintains specifications for Capital improvement projects</li> <li>■ Performs traffic analysis for roadway defects and deficiencies</li> <li>■ Maintains and analyzes traffic crashes, traffic volumes, signal maintenance and traffic sign records</li> <li>■ Determines traffic impact for new development and recommend solutions</li> <li>■ Liaisons with Federal, State and County transportation agencies to disseminate public information on traffic and pedestrian safety</li> <li>■ Liaisons with the City Traffic Safety Committee</li> </ul> |
|---|--|

### ENGINEERING

- Designs and administers construction of public improvement projects such as roads, sanitary sewers, and water mains
- Reviews development-related public improvement plans for compliance with City standards and specifications
- Reviews development-related site grading and drainage plans for compliance with City and State requirements
- Maintains quarter section utility maps
- Maintains City development standards, construction specifications and standard construction details
- Coordinates construction-related inquiries and/or concerns from the public concerning City construction projects, commercial and residential development projects
- Answers questions and/or provide floodplain information
- Provides information to the public on existing utility locations or potential availability of utilities
- Issues permits and performs inspections for soil erosion control, culvert and right-of-way permits

### SURVEYING AND INSPECTION

- Conducts surveys for design and construction of public improvements
- Implements and maintains the City's global positioning and bench mark systems
- Participates in development of the City's geographic information system
- Conducts surveys for the investigation of development-related drainage problems
- Inspects public improvements for compliance with development standards, construction specifications and soil erosion control requirements
- Inspects city road, water and sewer projects

### TRAFFIC ENGINEERING

- Analyzes roads for defects and deficiencies
- Maintains records for crashes, signals, and signs
- Conducts and maintains traffic volume counts
- Reviews plans for new developments for compliance with traffic standards
- Handles requests for new traffic signals and signs
- Liaisons with the Road Commission for Oakland County on traffic signal complaints
- Investigates traffic vision obstructions
- Traffic Committee activities
- Process sidewalk waiver requests
- Site Plan reviews
- Traffic Impact Study reviews
- Identify traffic safety concerns, develop projects, prepare applications for state and federal funding for the improvements

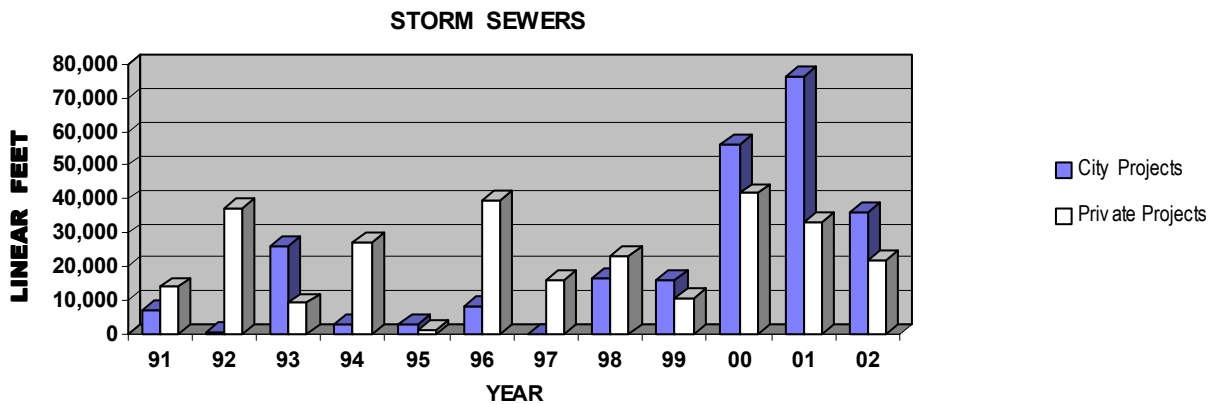
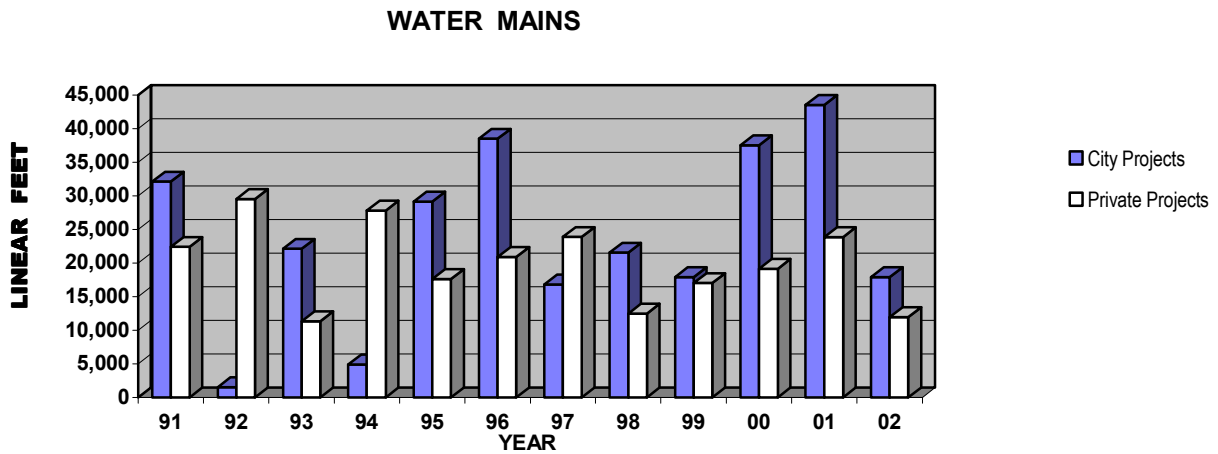
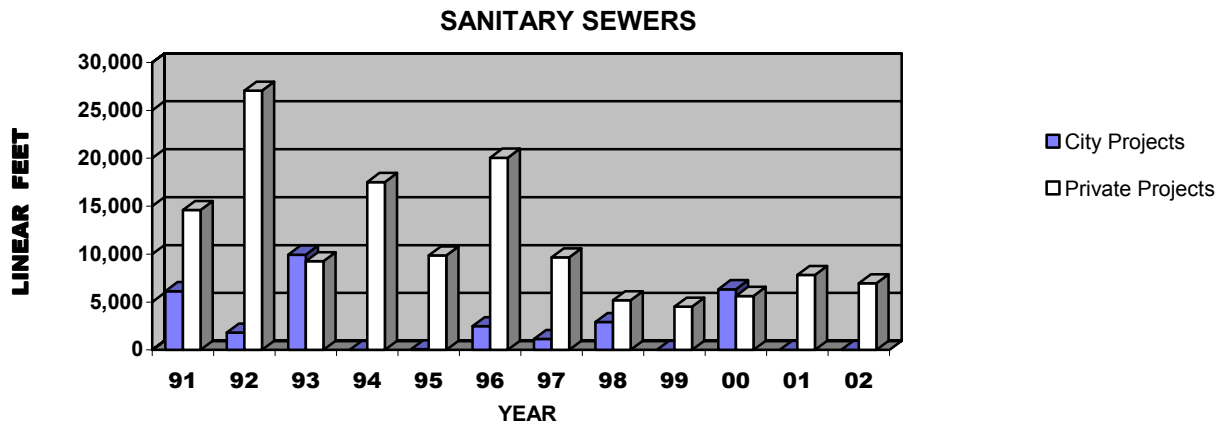
**ENGINEERING DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Engineering	\$2,266,477	\$2,415,579	\$2,474,900	\$2,703,740	\$2,769,020	2.4%
Traffic Engineering	195,095	219,217	232,660	257,110	249,380	-3.0
<b>TOTAL DEPARTMENT</b>	<b>\$2,461,572</b>	<b>\$2,634,796</b>	<b>\$2,707,560</b>	<b>\$2,960,850</b>	<b>\$3,018,400</b>	<b>1.9%</b>
Personal Services	\$1,799,134	\$2,037,050	\$2,062,760	\$2,277,250	\$2,353,370	3.3%
Supplies	27,531	43,122	40,050	35,780	35,250	-1.5
Other Services /Charges	618,225	542,177	583,750	620,720	615,780	-.8
Capital Outlay	16,682	12,447	21,000	27,100	14,000	-48.3
<b>TOTAL DEPARTMENT</b>	<b>\$2,461,572</b>	<b>\$2,634,796</b>	<b>\$2,707,560</b>	<b>\$2,960,850</b>	<b>\$3,018,400</b>	<b>1.9%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Engineering	22	4	22	4	22	4	22	4
Traffic Engineering	1	3	1	3	1	3	1	3
<b>TOTAL DEPARTMENT</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>7</b>

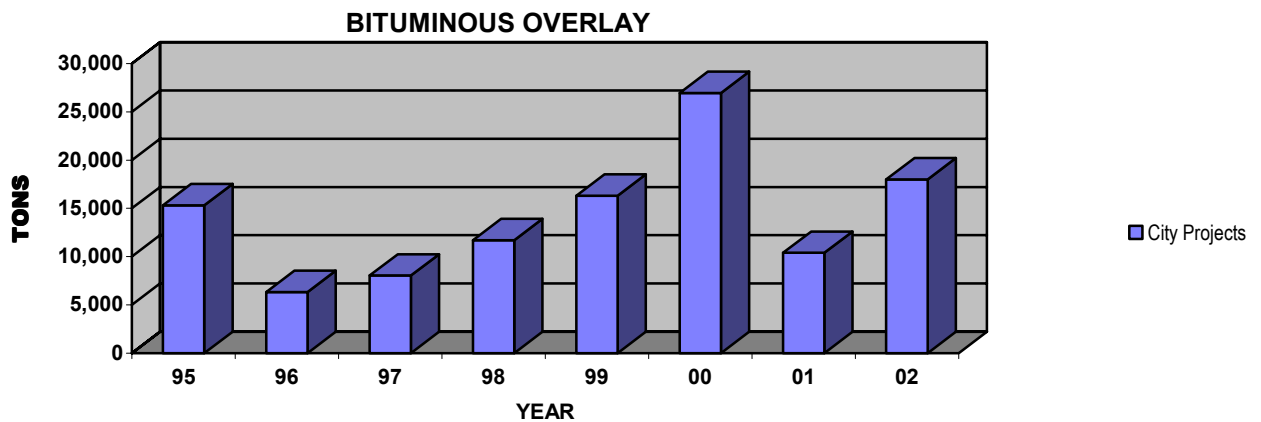
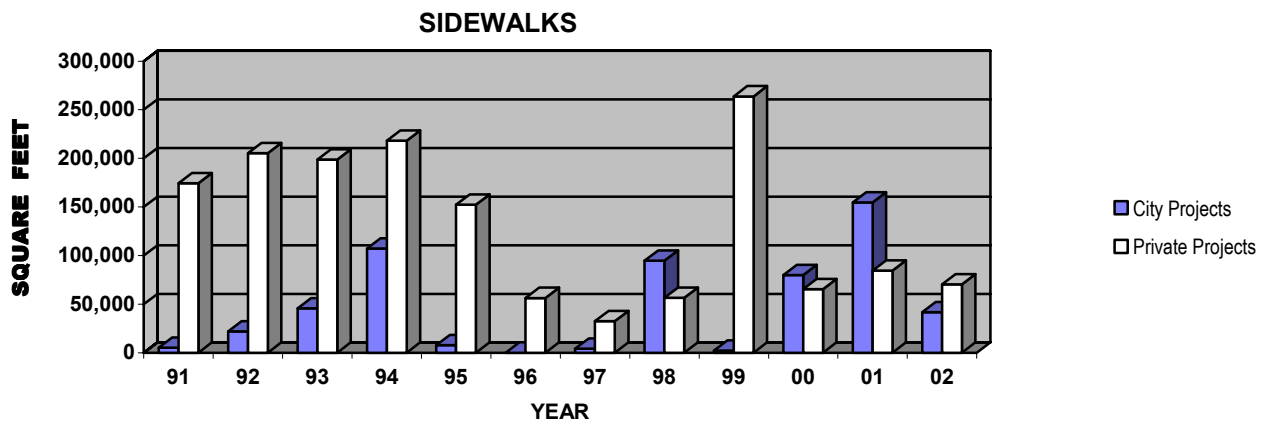
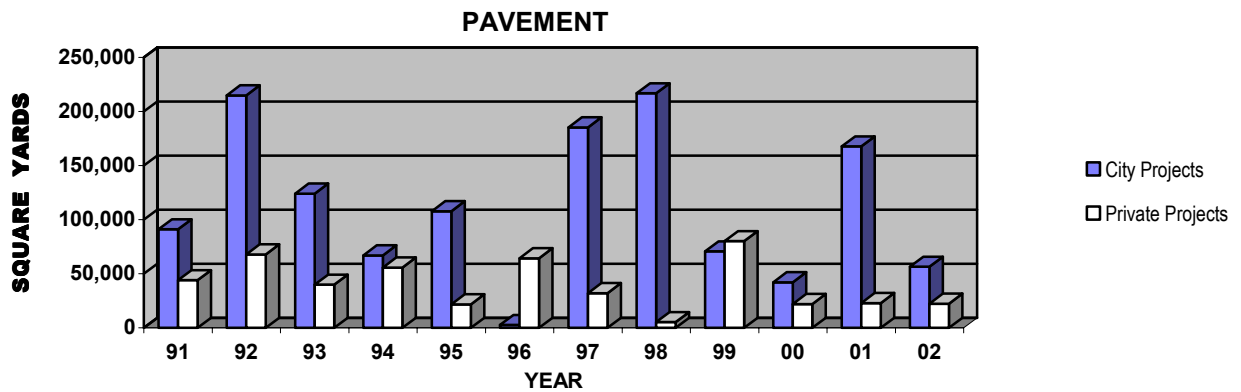
# ENGINEERING DEPARTMENT

## KEY DEPARTMENTAL TRENDS



# ENGINEERING DEPARTMENT

## KEY DEPARTMENTAL TRENDS, CONTINUED



## **ENGINEERING DEPARTMENT**

### **SERVICE AND MISSION STATEMENTS**

#### **SERVICE STATEMENT:**

The Engineering Department is responsible for planning, design and construction of City projects such as roads, sewers, water mains and drains.

Major responsibilities include in-house design of public works projects and oversight of consulting engineers engaged in design, construction engineering, inspection and materials testing on large complex City projects.

Engineering develops Master Plans, cost estimates and funding strategies for public improvement projects. Engineering reviews plans for public and private improvements in City right-of-ways for compliance with City ordinances and design development standards. Engineering is responsible for all records of City utilities, local and major streets, traffic counts, traffic crashes, traffic signal maintenance and traffic control orders.

Engineering receives requests for installation of new traffic control devices and sidewalk waivers and processes these requests through the Traffic Committee and City Council.

Residents, property owners, developers, builders and consulting engineers obtain a variety of information from Engineering such as utility, wetland and floodplain locations, development standards, construction specifications, permit and inspection requirements and location and availability of City utilities.

Property owners can receive information on special assessment procedures for implementing road, water, sewer or sidewalk improvements. Engineering is responsible for setting the right-of-way standards, issuing right-of-way construction permits, soil erosion control, soil removal and filling permits and all permit inspection. Plans for private development are submitted to engineering for review for conformance with City development and traffic requirements.

Construction inspection is conducted to ensure conformance with City requirements, State of Michigan requirements and compliance with the Soil Erosion and Sedimentation Control Act.

#### **MISSION STATEMENT:**

The mission of the Engineering Department is to design high quality public improvements based on the use of sound engineering principles and cutting edge technology whenever possible.

The Engineering Department sets the standards and specifications for new developments and reviews plans and inspects construction to improve, preserve and maintain the public infrastructure.

The Engineering Department also sets the requirements and inspects private utility construction and all other construction in the public rights-of-way. The Engineering Department coordinates effectively with other governmental agencies to ensure that projects within Troy will provide the greatest possible benefit to the City. The Engineering Department strives to stay on the leading edge of technology to provide the highest quality public improvements and engineering services at the lowest possible cost.

## ENGINEERING DEPARTMENT

### 2003/04 PERFORMANCE OBJECTIVES

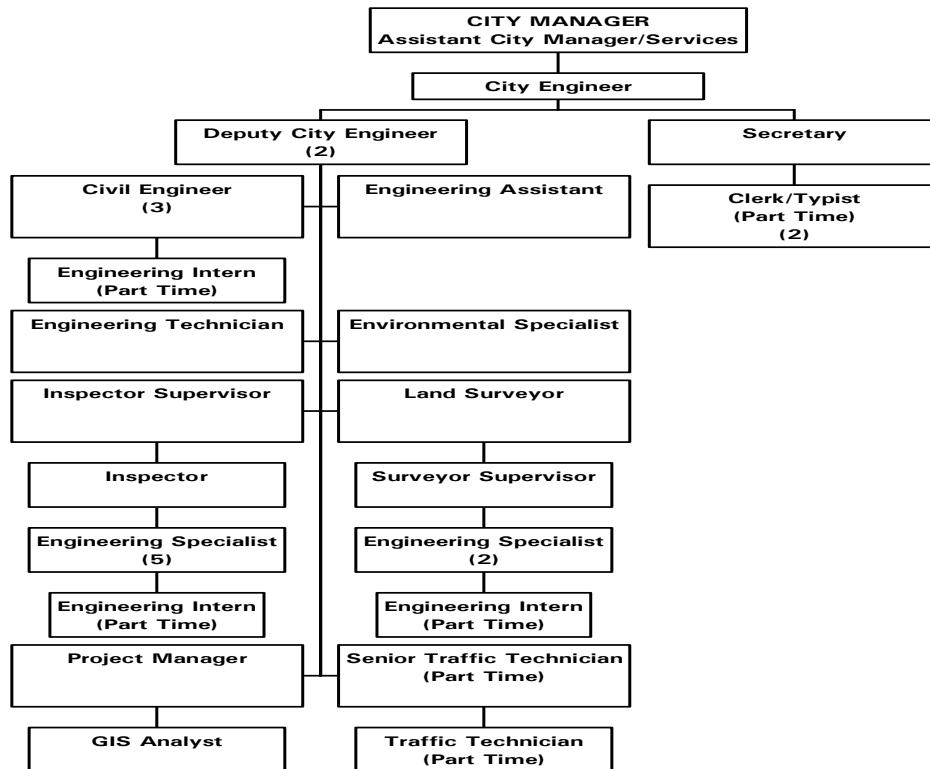
1. Construct major road projects: Long Lake, Carnaby to Dequindre; Dequindre, Wattles to Long Lake; Coolidge/Wattles Intersection. (G&O#5,6)
2. Complete preliminary design by consultants for five major road projects and seek federal funds for Livernois, Rochester, Stephenson, John R and Wattles/Rochester construction. (G&O#5,6)
3. Administer storm water programs, public education, illicit discharge elimination, standards review, etc. related to new Federal storm water regulations. (G&O#1,6)
4. Continue implementing City-wide sidewalk/bikeway program established in 2001. (G&O#5,6)
5. Continue GIS mapping of City utilities. (G&O#1,5)
6. Enhance enforcement of soil erosion control requirements. (G&O#1,6)
7. Inspect subdivision detention ponds, instigate resolution of deficiencies and reduce backlog of unaccepted ponds. (G&O#1,6)
8. Monitor SCATS system for traffic operational characteristics. (G&O#5)
9. Continue implementation of the Neighborhood Traffic Harmonization Program and develop a web page for the program. (G&O#3,5)
10. Work with the RCOC to implement updated traffic signal timings (yellow and all-red phase). (G&O#5)

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Site Plans Approved	23	40	50	40
Subdivision Plans Approved	8	10	10	10
Right-of-way Permits Issued	56	75	75	70
Utility Permits Issued	46	60	75	60
Soil Erosion Permits Issued	238	300	250	350
Soil Erosion Inspections Made	500	900	1,100	1,300
Machine Traffic Counts	140	135	150	150
Speed Studies	49	40	40	40
School Safety studies	3	4	3	3
Signal Warrant Studies	4	4	3	3
Level of service (Intersections & Segments)	24	33	100	50
Public Information Brochures	4	1	5	2



# ENGINEERING DEPARTMENT

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
City Engineer	1	1	1
Deputy City Engineer	2	2	2
Secretary	1	1	1
Civil Engineer	3	3	3
Engineering Assistant	1	1	1
Engineering Technician	1	1	1
Environmental Specialist	1	1	1
Inspector Supervisor	1	1	1
Land Surveyor	1	1	1
Project Manager	1	1	1
Senior Traffic Tech (Part Time)	1	1	1
Clerk-Typist (Part Time)	2	2	2
Engineering Specialist	7	7	7
Engineering Intern (Part Time)	3	3	3
GIS Data Analyst	1	1	1
Inspector	1	1	1
Survey Supervisor	1	1	1
Traffic Technician (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>30</b>	<b>30</b>	<b>30</b>

## **ENGINEERING DEPARTMENT**

### **SUMMARY OF BUDGET CHANGES**

## **SIGNIFICANT NOTES – 2003/04 BUDGET COMPARED TO 2002/03 BUDGET**

### **PERSONAL SERVICES:**

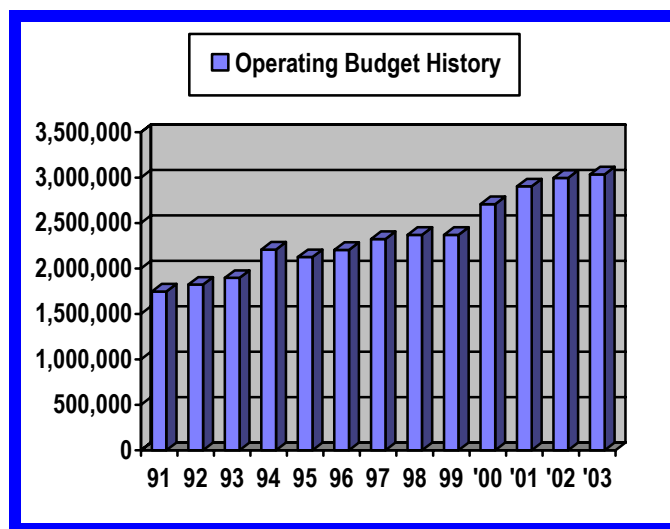
The total Personal Services budget increased \$76,120 or 3.3 percent over last year despite no increase in staff positions. Included in the increase are projected salary and benefit adjustments for all budgeted positions.

### **OTHER SERVICES/CHARGES:**

The Other Services/Charges budget decreased \$4,940 or 0.8 percent from last year. Small reductions in several units account for the overall reduction.

### **CAPITAL OUTLAY:**

The Capital Outlay budget decreased \$13,100 or 48.3 percent from last year. Reductions in new computer software and new computer equipment account for the overall reduction.



# **FINANCE AND ADMINISTRATION**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ACCOUNTING**

- Responsible for accounting of all financial transactions
- Processes City payroll & Retiree payments
- Performs accounts payable processing
- Processes accounts receivable for General Fund
- Assists in annual audit
- Responsible for grant reimbursement requests

### **TREASURER'S OFFICE**

- Responsible for collection and recording of all City revenue accounts
- Prepares and deposits all funds to appropriate accounts
- Maintains and balances tax roll
- Reconciles the Downtown Development District
- Maintains billing of Special Assessments and name and address files
- Processes outgoing City mail

### **PURCHASING**

- Processes all non-construction bid requests for goods and services
- Reviews and approves all on-line purchase orders
- Reviews and approves all City invoices
- Performs contract administration of City-wide, non-construction contracts

### **CITY CLERK'S OFFICE/ ELECTIONS**

- Prepares and distributes City Council agendas
- Maintains City Charter and Code
- Issue licenses required by Code
- Registers and issues birth and death certificates
- Answers the main switchboard and provides information to visitors at City Hall
- Maintains voter registration files
- Conducts all elections
- Provides notary service
- Provides notice all Council and Planning Commission Public Hearings

### **ASSESSING**

- Supervises the preparation of Assessment Roll
- Secretary of the Board of Review
- Implements policies and procedures
- Represents the City before City Council
- Prepares and administers department budget
- Defends City in all matters before full Michigan Tax Tribunal.

### **INFORMATION TECHNOLOGY**

- Prepares and administers department budget
- Keeps abreast of technological changes.
- In conjunction with Computer Steering Committee:
  1. Develops short and long term plans
  2. Manages plan purchases and implementation
  3. Establishes standards
  4. Adopts policies
  5. Supports and maintains software and hardware
  6. Acts as liaison with City departments

### **COMMUNITY AFFAIRS**

- Prepares quarterly newsletter and citizen City calendar
- Coordinates public relations activity for all departments
- Administers cable TV sources
- Produces City programs on City activities and media guide

### **RISK MANAGEMENT**

- Responsible for City Casualty/Property Insurance Program
- Responsible for City Workers' Compensation Insurance Program
- Responsible for employee insurance benefits programs
- Coordinates City safety programs

**FINANCE AND ADMINISTRATION**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Accounting	\$758,065	\$851,496	\$870,010	\$924,240	\$975,790	5.6%
Assessing	695,365	787,947	821,650	881,040	905,320	2.8
City Clerk's Office	398,096	370,731	406,150	416,530	464,550	11.5
Independent Audit	42,050	41,424	42,190	43,000	45,000	4.7
Elections	123,586	122,498	176,930	173,220	144,750	-16.4
Human Resources	465,240	454,680	500,740	541,540	517,270	-4.5
Purchasing	290,936	318,454	341,670	332,880	348,560	4.7
Board of Review	1,204	1,258	1,620	1,790	1,700	-5.0
Treasurer's Office	464,594	456,242	598,070	598,590	593,820	-.8
Community Affairs	446,675	514,749	586,090	689,910	645,770	-6.4
<b>TOTAL DEPARTMENT</b>	<b>\$3,685,811</b>	<b>\$3,919,479</b>	<b>\$4,345,120</b>	<b>\$4,602,740</b>	<b>\$4,642,530</b>	<b>.9%</b>
Personal Services	\$2,941,093	\$3,198,185	\$3,398,510	\$3,508,460	\$3,624,180	3.3%
Supplies	132,716	156,458	179,850	183,370	\$174,760	-4.7
Other Services/Charges	610,313	564,836	766,760	910,910	843,590	-7.4
Capital Outlay	1,689	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$3,685,811</b>	<b>\$3,919,479</b>	<b>\$4,345,120</b>	<b>\$4,602,740</b>	<b>\$4,642,530</b>	<b>.9%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Finance	43	6	42	8	42	10	43	10
<b>TOTAL DEPARTMENT</b>	<b>43</b>	<b>6</b>	<b>42</b>	<b>8</b>	<b>42</b>	<b>10</b>	<b>43</b>	<b>10</b>

**ACCOUNTING/RISK MANAGEMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Accounting/Risk Management	\$758,065	\$851,496	\$870,010	\$924,240	\$975,790	5.6%
<b>TOTAL DEPARTMENT</b>	<b>\$758,065</b>	<b>\$851,496</b>	<b>\$870,010</b>	<b>\$924,240</b>	<b>\$975,790</b>	<b>5.6%</b>
Personal Services	\$707,180	\$793,988	\$814,030	\$865,550	\$915,330	5.7%
Supplies	16,064	21,596	17,000	16,900	17,100	1.2
Other Services/Charges	34,821	35,912	38,980	41,790	43,360	3.8
Capital Outlay	0	0	0	0	0	
<b>TOTAL DEPARTMENT</b>	<b>\$758,065</b>	<b>\$851,496</b>	<b>\$870,010</b>	<b>\$924,240</b>	<b>\$975,790</b>	<b>5.6%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Accounting/Risk Management	11	0	11	0	11	0	11	0
<b>TOTAL DEPARTMENT</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>

## **ACCOUNTING/RISK MANAGEMENT**

### **SERVICE STATEMENT**

The Accounting Division is responsible for the books of original entry for the assets, liabilities, equities, revenues and expenditures of the City. Payroll, retiree payments, accounts payable, escrow deposits, fixed asset details, grant records, and accounts receivable are accounted for under the direction of the Financial Services Director. All funds are monitored for accuracy and proper accounting methods. An annual audited financial report, required by State statute, is produced and expanded into a Comprehensive Annual Financial Report.

Monthly financial reports are provided to all departments. These reports provide actual expenditures for the previous fiscal year and current expenditures to date as compared to budgeted amounts for the current year. Any questions regarding these reports are handled through the Accounting Division.

The processing of payroll for all City employees is an important function of Accounting. All time sheet information is entered and tax withholding payments related to payroll are processed in a timely manner. In addition to the regular bi-weekly payroll for current employees, monthly checks are prepared for the City's retirees. A report is provided to each department to monitor the recording of leave time used by each employee. Any discrepancies are corrected in a timely manner.

The Accounting Division processes all accounts payable checks. Account numbers assigned by the requesting department are verified for accuracy before checks are issued. The address book for accounts payable vendors is maintained within the department. Accounts payable checks are processed on a weekly or monthly basis depending upon the vendor.

Fixed assets and depreciable asset records are maintained by Accounting. Listings are provided to departments on a yearly basis for the purpose of taking a physical inventory of assets assigned to them.

All departments desiring invoices to be generated must submit the information to Accounting for processing. These invoices are for a variety of things with the most issued for weed cutting and false alarms. Contractors are also invoiced for damages incurred.

Records are maintained for long-term capital projects, such as water, sewer, street and drainage improvements. These projects often encompass more than one fiscal year. Grant reimbursement requests are processed through the Accounting Division. Most grants require very detailed accounting records to be maintained.

The Risk Management Division is responsible for administering the City's insurance programs that include: Casualty and Property, Workers' Compensation, employee Medical, Dental, Life and Disability insurance, and the employee safety program. Premiums for employee health insurance are reconciled and processed monthly. Risk Management identifies and analyzes exposures, evaluates alternative risk control techniques to reduce the frequency and severity of exposures, selects the best and most reasonable risk control or risk financing technique, implements the chosen technique, and monitors the results. This is done to protect the City's property, liability, personnel, services, and revenue from potential or real loss.

## **ACCOUNTING/RISK MANAGEMENT**

### **2003/04 PERFORMANCE OBJECTIVES**

1. Implement GASB Statement 34 and include the new reporting format in the June 30, 2003 audit as required by the Governmental Accounting Standards Board.
2. Cross-train Account Clerks between Accounting and City Treasurer's Office.
3. Implement new Hansen water billing programs.

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Payroll checks/direct deposits issued annually	22,811	23,000	23,000	23,000
General Fund invoices issued annually	2,259	2,500	2,300	2,600
Number of bank statements reconciled monthly	9	9	13	9
Processed accounting for general accounts payable checks	13,680	14,000	14,000	14,000
Retiree checks/direct deposits issued annually	2,753	2,800	2,800	2,850
Escrow deposit release checks issued annually	1,245	1,400	1,500	1,500
Processed accounting for Trust and Agency accounts payable checks	989	1,000	2,200	1,000
Insurance certificates approved	287	276	325	300
Workers' compensation claims processed	100	75	90	90
Liability claims processed	161	150	190	180
Surety bonds approved	15	15	25	20

## ACCOUNTING/RISK MANAGEMENT

### ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Financial Services Director	1	1	1
Accountant	5	5	5
Risk Manager	1	1	1
Account Clerk II	0	0	1
Insurance/Safety Coordinator	1	1	1
Account Clerk I	2	3	2
Data Processing Clerk	1	0	0
<b>TOTAL DEPARTMENT</b>	<b>11</b>	<b>11</b>	<b>11</b>



**ACCOUNTING/RISK MANAGEMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

The total Personal Services budget increased by \$49,780 or 5.7 percent, attributable to higher hospitalization and workers comp insurance costs and projected wage increases.



# ASSESSING DEPARTMENT

## DEPARTMENT AT A GLANCE

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Assessing Department	\$695,365	\$787,947	\$821,650	\$881,040	\$905,320	2.8%
Board of Review	1,204	1,258	1,620	1,790	1,700	-5.0
<b>TOTAL DEPARTMENT</b>	<b>\$696,569</b>	<b>\$789,205</b>	<b>\$823,270</b>	<b>\$882,830</b>	<b>\$907,020</b>	<b>2.7%</b>
Personal Services	\$600,068	\$690,102	\$711,570	\$764,480	\$793,100	3.7%
Supplies	23,318	23,144	24,650	25,650	25,150	-2.0
Other Services/Charges	73,183	75,959	87,050	92,700	88,770	-4.2
Capital Outlay	0	0	0	0	0	
<b>TOTAL DEPARTMENT</b>	<b>\$696,569</b>	<b>\$789,205</b>	<b>\$823,270</b>	<b>\$882,830</b>	<b>\$907,020</b>	<b>2.7%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Assessing Department	10	0	10	0	10	0	10	0
<b>TOTAL DEPARTMENT</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>

## **ASSESSING DEPARTMENT**

### **SERVICE STATEMENT**

The Assessing Department is responsible for assessment of all real and personal property within the boundaries of the city of Troy. As mandated by the State of Michigan Constitution, all property must be assessed at 50 percent of its market value. The first function of the process involves an accurate inventory of all of this property, which demands that Assessing be able to legally describe all real property, whether it be a "metes and bounds" (engineered survey) or a platted lot (subdivision) description. As a function of this process, Assessing handles all combinations, splits, corrections and any other description changes that may be requested by an owner of a property.

Assessing ensures that any description changes meet local ordinances with the assistance of the Building and Planning Departments. These changes must also conform to the Land Division Act. Assessing makes sure the correct owner of all property is recorded with that property. This is accomplished through examination of deeds, and property transfer affidavits. These two items are also used to assist in the assessment of property.

The appraisal of property covers three types of property: vacant land, improved land and personal property. Personal property is all (but not limited to) furniture, fixtures, machinery, signs, equipment, computers, tools, dies, jigs, leased equipment, leasehold improvements, and buildings on leased land. All of these items are reported to Assessing by cost and year of acquisition (except buildings on leased land). They are then depreciated by their attendant multipliers, and assessed at 50 percent of that product.

There are three approaches to value work in the following manner. The *cost approach* reproduces a functionally equal improvement to the subject that is depreciated for age and obsolescence, and then assessed at 50 percent. The *sales comparison approach* uses sales of similar type properties, adjusts them for differences from the subject, and correlates this product into an estimate of value that is then assessed at 50 percent. The *income approach* is predicated on converting an income stream into a value, on the theory that 'value is the present worth of future benefits'. In this approach, net income is capitalized into value, which is then assessed at 50 percent. In the mass appraisal of property, the cost approach is used to set a base value, which is then compared to the sales of similar properties, and adjusted to meet the market by use of an economic condition factor. These values are then assessed at 50 percent.

Vacant land is normally appraised by using the *sales comparison approach*, wherein the sale of like properties is used as a comparison, to arrive at the market value of the parcel, and then assessed at 50 percent of that value.

Improved properties are appraised using any one or a combination of all three common approaches to value: *cost*, *sales comparison*, or *income approach*. All require an accurate representation of the improvement, which is accomplished by examining architectural plans, building permits, and physically inspecting and measuring the improvement.

Assessing is responsible for the Special Assessment rolls, which ensures equitable disbursement of the cost of infrastructure improvements to all benefited parties. Assessing administers the Homestead Exemption, and Property Transfer Affidavit Programs mandated by the changes brought about by Proposal "A" of 1994.

In summary, Assessing is responsible for a combined total 2003 State Equalized Valuation that will top \$6.1 billion, second only to Detroit in the State of Michigan. Of all the counties in the State, Troy's State Equalized Value would rank 12<sup>th</sup> if it were a county by itself.

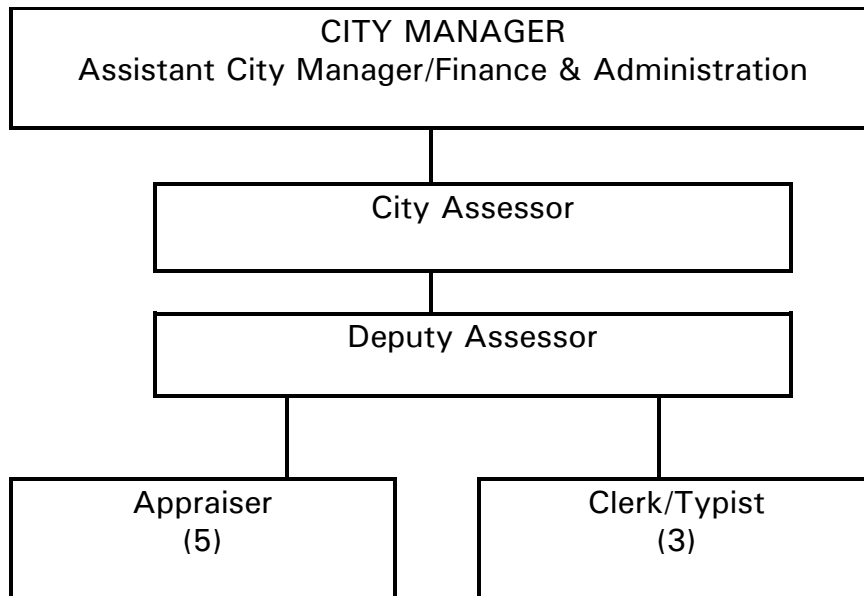
## 2003/04 PERFORMANCE OBJECTIVES

- |  |   |
|--|---|
| 1. Continue the transfer of sketches to the Equalizer System. (G&O#1,3)      | 3. Facilitate transfer of data to the GIS system. (G&O#3,5)                 |
| 2. Ongoing training for staff in computer software applications. (G&O#1,3,7) | 4. Maintain photography of real property on the appraisal system. (G&O#1,3) |

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Commercial and Industrial Appraisals	500	500	600	500
Residential Appraisals	1,200	1,200	1,500	1,200
Personal Property Audits	250	352	250	350
Homestead Exemption Processing	1,978	2,500	2,000	2,500
Transfer Affidavits and Deed Processing	3,500	3,500	3,500	3,500
Property Description Changes	100	325	400	300
Reinspections	1,500	1,500	1,500	1,500
Small Claims Tribunal Appeals	50	35	50	50
Full Tribunal Appeals	60	87	60	60

# ASSESSING DEPARTMENT

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
City Assessor	1	1	1
Deputy Assessor	1	1	1
Appraiser	5	5	5
Clerk/Typist	3	3	3
<b>TOTAL DEPARTMENT</b>	<b>10</b>	<b>10</b>	<b>10</b>

**ASSESSING DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

The total Personal Services budget is slightly higher due to salary projections.

**COMPUTER SERVICES**

The Computer Services charges are approximately \$3,500 lower due to the fact that the Assessing Department no longer pays Oakland County for any services.

**PRINTING AND PUBLISHING**

The Printing and Publishing account is slightly higher to reflect price increases charged by vendors.





**CITY CLERK'S OFFICE/ELECTIONS**  
**DEPARTMENT AT A GLANCE**

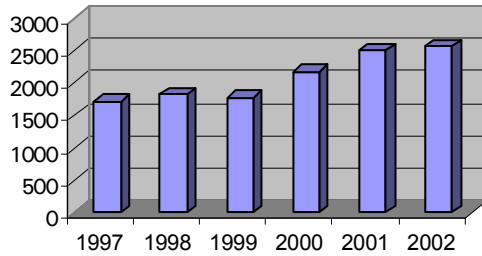
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
City Clerk	\$398,096	\$370,731	\$406,150	\$416,530	\$464,550	11.5%
Elections	123,586	122,498	176,930	173,220	144,750	-16.4
<b>TOTAL DEPARTMENT</b>	<b>\$521,682</b>	<b>\$493,229</b>	<b>\$583,080</b>	<b>\$589,750</b>	<b>\$609,300</b>	<b>3.3%</b>
Personal Services	\$450,440	\$417,523	\$493,270	\$485,640	\$486,230	.1%
Supplies	28,197	29,907	34,220	34,040	34,250	.6
Other Services/Charges	43,045	45,799	55,590	70,070	88,820	26.8
Capital Outlay	0	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$521,682</b>	<b>\$493,229</b>	<b>\$583,080</b>	<b>\$589,750</b>	<b>\$609,300</b>	<b>3.3%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
City Clerk	6	1	6	1	6	2	7	2
<b>TOTAL DEPARTMENT</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>2</b>

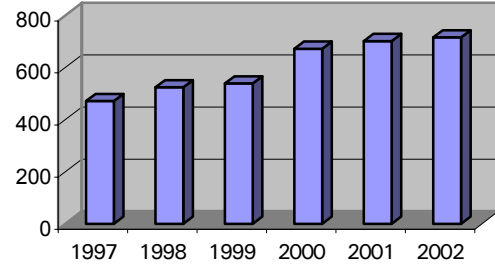
# CITY CLERK'S OFFICE/ELECTIONS

## KEY DEPARTMENTAL TRENDS

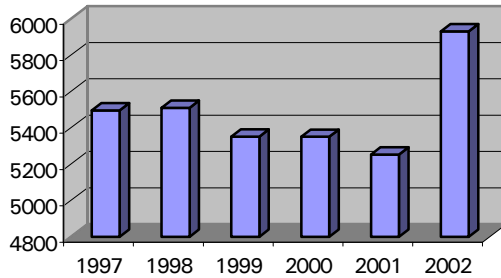
### Birth Registrations



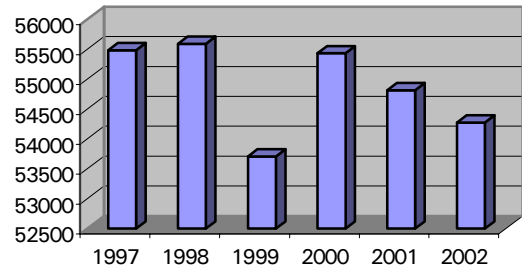
### Death Certificates



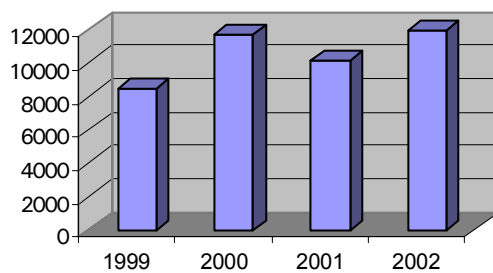
### Dog Licenses



### Voter Registrations



### Voter Transactions



**CITY CLERK'S OFFICE/ELECTIONS**  
**SERVICE STATEMENT AND MISSION STATEMENT**

**SERVICE STATEMENT:**

The City Clerk's Office provides clerical service to the City Council both in the preparation of their regularly scheduled meeting agendas as well as providing minutes of their meetings.

As official keeper of the records, original minutes of all meetings of Council and their Boards and Committees, as well as all official documents and permanent records, are kept and archived by the City Clerk.

Birth and death records are processed and filed for all events occurring within the City with the Clerk's Office. Certified copies are made available, upon request, to those people eligible to purchase copies.

Arrangements for burial in any of the City's cemeteries are arranged through the City Clerk and lots sold whenever they are available.

The City Clerk's Office provides a notary service to the community.

The City Clerk's Office is charged with the conduction of all elections in accordance with State and Federal laws. It is the duty of the City Clerk to oversee all preparations and the conduct of the elections to maintain the integrity of the election process in compliance with law.

The City Clerk administers the *Oath of Office* to City officials, police officers and State appointments, as requested.

Licenses, such as, dog, business, Christmas tree lots, amusement places and devices, taxicabs, limousines, peddlers and sidewalk sales are processed by the Clerk's Office. Petitions, lawsuits, subpoenas and *Freedom of Information* requests are filed with the Clerk's Office as well.

**MISSION STATEMENT:**

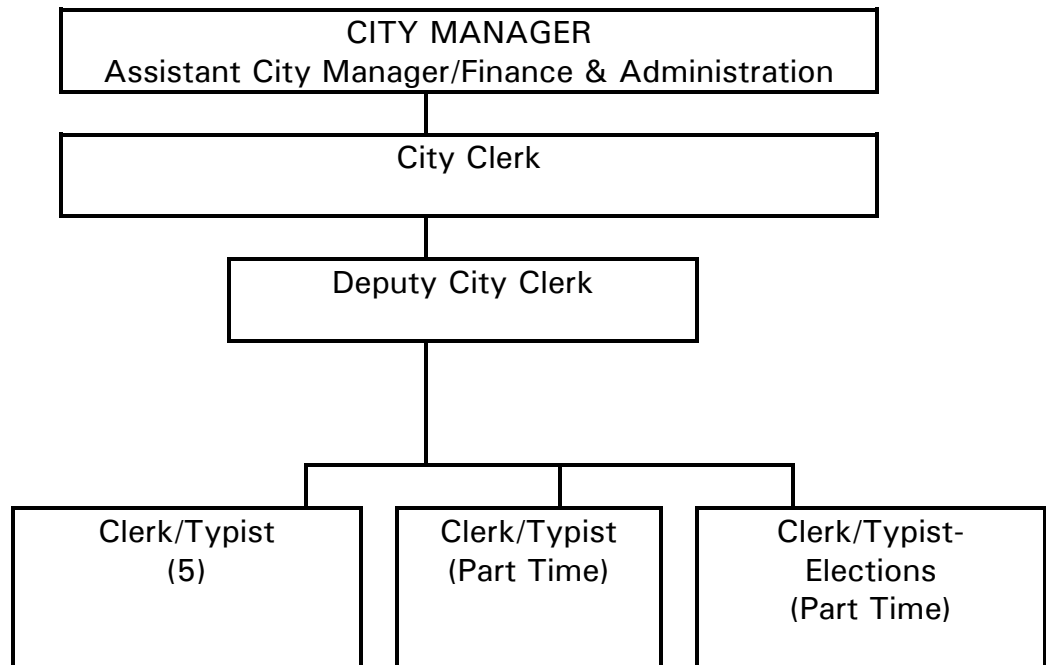
The mission of the City Clerk's Office is to expeditiously provide accurate and courteous response to all requests for service or information, and to be sensitive to the individual needs of citizens.

**CITY CLERK'S OFFICE/ELECTIONS**  
**2003/04 PERFORMANCE OBJECTIVES**

1. Implementation of passport application acceptance facility.
2. Use of document imaging software for preservation, retention and retrieval of all permanent records.
3. Update and organize City Clerk filing system to improve the efficiency of staff.

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Birth Certificates	2,509	3,000	2,564	2,700
Death Certificates	702	675	716	750
<u>Voter Registration</u>				
• Registered Voters	55,329	56,000	54,274	55,000
• Voter Transactions	11,614	11,000	11,953	12,000
Dog Licenses	5,256	6,500	5,932	6,000
Taxi Cab Licenses	120	120	110	100
Miscellaneous Licenses	127	130	153	150
Pass Port Applications	N/A	N/A	N/A	3,000

**CITY CLERK'S OFFICE/ELECTIONS**  
**ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Clerk/Typist	4	4	5
Clerk/Typist (Part Time)	0	1	1
Clerk/Typist – Elections (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>7</b>	<b>8</b>	<b>9</b>

**CITY CLERK'S OFFICE/ELECTIONS**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

The Personal Services budget line item includes an increase of one (1) new Clerk//Typist. This position is proposed to offset the additional work anticipated directly related to the introduction of passport application acceptance by the City Clerk's Office. It is anticipated that revenue generated from passport application acceptance process will offset the added personnel expense.

**OTHER SERVICES/CHARGES**

The Other Services/Charges budget line item shows a significant increase tied directly to the document imaging of permanent vital documents. Permanent documents are currently not backed up or stored in an environment that safely secures them from destruction. Initially, minutes, vital records, deeds, easements, and agreements would be targeted for imaging. The order listed would be the order of back up. After the initial phase of retention, spin-off would be in the area of Council packets, elections/voter registration documents and other support documentation.

**COMMUNITY AFFAIRS DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Community Affairs	\$446,675	\$514,749	\$586,090	\$689,910	\$645,770	-6.4%
<b>TOTAL DEPARTMENT</b>	<b>\$446,675</b>	<b>\$514,749</b>	<b>\$586,090</b>	<b>\$689,910</b>	<b>\$645,770</b>	<b>-6.4%</b>
Personal Services	\$280,573	\$320,812	\$347,860	\$366,180	\$377,170	3.0%
Supplies	30,874	46,875	68,000	68,000	60,000	-11.8
Other Services/Charges	133,539	147,062	170,230	255,730	208,600	-18.4
Capital Outlay	1,689	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$446,675</b>	<b>\$514,749</b>	<b>\$586,090</b>	<b>\$689,910</b>	<b>\$645,770</b>	<b>-6.4%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Community Affairs	4	3	3	5	3	5	3	5
<b>TOTAL DEPARTMENT</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>5</b>

## **COMMUNITY AFFAIRS DEPARTMENT**

### **SERVICE STATEMENT**

The Community Affairs Department is committed to providing timely and accurate information to the public. This goal is directly related to the City Goal & Objective – Improve communications between City government and its citizens. The communication methods utilized by the Community Affairs Department include the quarterly newsletter Troy Today; annual City Calendar; City web site; cable television programs; public service announcements; Popular Annual Financial Report; brochures about City services; informational bulletins; City Service Directory; press releases; photos and information packets for new residents.

The City's web site ([ci.troy.mi.us](http://ci.troy.mi.us)) is undergoing a major review and redesign to provide up-to-date and accurate information about the City for our citizens. Another goal is to provide as many links as possible. This has been accomplished with the Community as well as through many City departments. The hotlinks include Troy's job openings, current bids, millage rates, tax bills, press releases, electronic water bill payment plan, and Community Guide. There is a complete phone directory for City services and departments, a community calendar and maps. The web site also contains City Council information (meeting dates, agendas and minutes); applications, agendas and minutes for City Boards & Committees; construction projects; job openings; maps; and frequently asked questions and answers. The home page includes links to the current Troy Today; the Financial Summary; annual Water Quality Report; City Code & Charter; as well as a link to Troy Daze information.

Community Affairs will continue to work with Information Technology and other departments to further develop the web site appearance, function and volume of information.

All cable television services are coordinated through Community Affairs. City Council meetings are aired live as well as taped and cablecast on a regular basis during each week (Wednesdays at 10 a.m., Thursdays at 7 p.m., Saturdays and Sundays at 4 p.m. and 10 p.m.). Videotapes of all City Council Meetings and Study Sessions are now available to check out at the Troy Public Library. Troy Downtown Development Authority, Board of Zoning Appeals and Planning Commission meetings are also taped and cablecast each month.

The Community Affairs Department produces a weekly community news update, Spotlight on Troy. It features such topics as fire prevention, community policing, parks & recreation, recycling and events and activities information. A new remote camera system was purchased during the 2002-03 budget year to improve and expand meeting capabilities in the council boardroom. Our cable bulletin board also promotes City service messages, events and programs.

This department coordinates special events throughout the year, including Michigan Week, Fire Fighter's Banquet, Holiday Tree Lighting, Martin Luther King Celebration of Freedom, Veteran's Day and Memorial Day ceremonies and the Boards & Committees Appreciation Banquet. Community Affairs coordinates the photography of City services, events and activities year-round for use in the City calendar, newsletters, brochures, web site, budget book and displays.

Community Affairs also coordinates the Citizens Academy twice a year. The program is a weekly class that meets nine times for three hours per semester to get an in-depth look at City services. The Community Affairs Department will continue to work on citizen surveys, development of informational CD-ROM, and a promotional display highlighting Troy's citizens, neighborhoods, services and businesses that can be utilized at conferences, City Hall, Troy Public Library and community events such as Troy Daze and Community Kaleidoscope.

The Community Affairs Department serves as the City liaison to community groups and City Boards and Committees including Troy Daze, Leadership Troy, Troy Activities Coordinating Team (TACT), COTHA, the MLKing Committee with Troy School District, and the CATV Advisory Committee. Staff offers tours of City Hall to scout troops and school groups, as well as informational talks to High School civic classes.



## COMMUNITY AFFAIRS DEPARTMENT

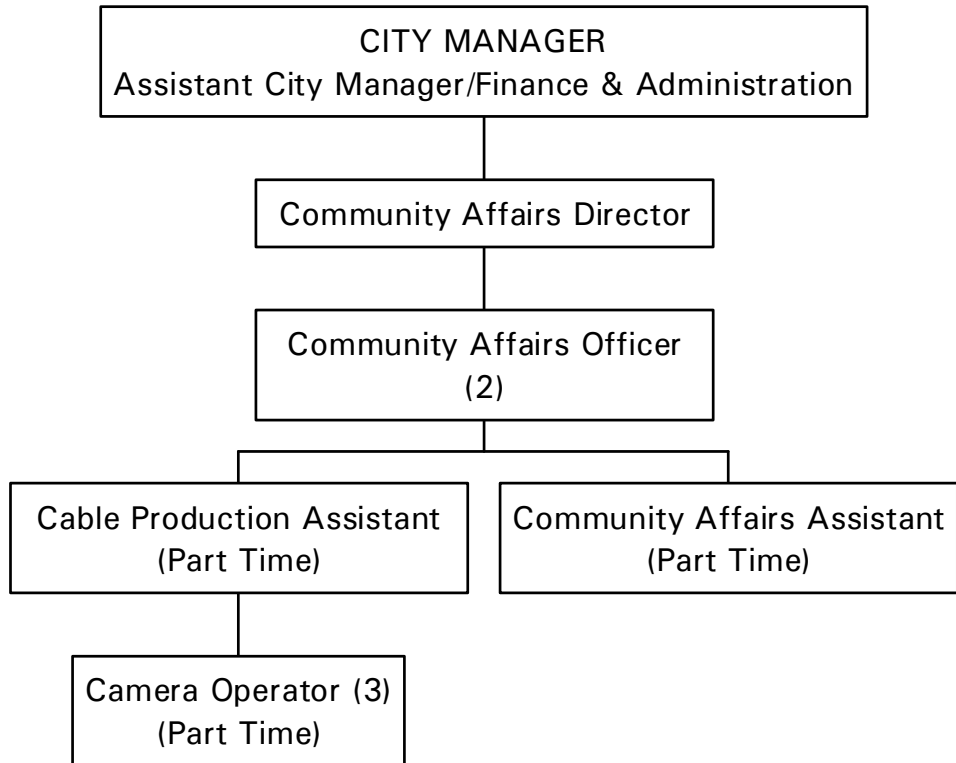
### 2003/04 PERFORMANCE OBJECTIVES

1. Assist in a major marketing effort for the Community Center Banquet and Recreation facilities, Aquatic Center, Nature Center and Museum. (G&O#3)
2. Continue to videotape Talking History interviews of long-time Troy residents in conjunction with the City of Troy 50<sup>th</sup> Anniversary (2005). (G&O#3)
3. Develop a monthly news cable television magazine featuring City departments, services and community. (G&O#3)
4. Increase volume of citizen feedback through Troy Today surveys, City web site, and postage paid postcards inserted in the City calendar. (G&O#3)
5. Improve and increase citizen participation of existing programs (ML King Day, Beautification Awards, Tree Lighting Ceremony, Community Kaleidoscope, Citizens Academy, Veteran's Day & Memorial Day, etc.)
- and network to incorporate more community/business partnerships into these programs. Work with Information Technology and other departments to implement and capitalize on a City-wide citizen concerns tracking system. (G&O#3,6)
6. Continue development of City web site enhanced with professional design elements. Expand citizen access to application forms (Building Dept, City Clerks Office), Troy Today brochure, board and committee minutes, agendas, etc. (G&O#3)

PERFORMANCE INDICATORS	2001/02 Actual	2002/003 Projected	2002/03 Budget	2003/04 Budget
Press releases sent to the media	315	315	330	340
New resident packets distributed	761	765	770	760
Cable productions (City events, public service announcements, news briefs)	65	80	91	110
Brochures/publications produced	28	33	35	40
City Council and board meetings covered	50	65	75	120
Proclamations written	69	75	75	75

# COMMUNITY AFFAIRS DEPARTMENT

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Community Affairs Director	1	1	1
Community Affairs Officer	2	2	2
Camera Operators (Part Time)	3	3	3
Community Affairs Assistant (Part Time)	1	1	1
Cable Production Assistant (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>8</b>	<b>8</b>	<b>8</b>

**COMMUNITY AFFAIRS DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –  
2003/04 BUDGET  
COMPARED TO 2002/03 BUDGET**

**SUPPLIES:**

Postage costs are anticipated to increase in 2003/04 for Troy Today, City calendar, additional citizen surveys and brochures mailed to all households.

**OTHER SERVICES/CHARGES:**

Printing and publishing increases include increased quantities of the quarterly Troy Today newsletter, the employee newsletter, brochures (more for Community Center recreational and banquet facilities), financial summary, City calendar and other publications. The survey of residents and businesses has been removed from the budget.

**OPERATING SUPPLIES:**

Cable equipment (under \$5,000) contains funding for studio camera pedestal, DVD players, recorders and monitors (to enable expanded programming hours), an additional teleprompter, LCD/flat screen TV monitors, and supplies such as microphones, cables, lights, videotapes, lamps, and batteries.

**CAPITAL OUTLAY:**

The Capital Outlay budget contains funding for two cable initiatives in 2003/04:

1. Newtek Video Toaster 2 System: The VT2 is a high quality technology for non-linear editing, internet/intranet streaming, animations and graphics. This new machine would serve as a graphics machine and instant replay system in the new production truck. It would also serve as an intranet-streaming machine in the studio. This would not be a replacement to the Globecaster system currently in use, but an addition to the current WTRY system of broadcasting both to the cable channel and to the intranet.
2. Camera Upgrades: We would continue with our current line of cameras in the interest of keeping uniformity and with the goal of updating all equipment to digital format.



# **HUMAN RESOURCES DEPARTMENT**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **HUMAN RESOURCES**

- Recruits full and part-time staff and contracted service employees
- Assures compliance with labor and employment laws
- Maintains classification and pay plans
- Monitors employee evaluation program
- Conducts on-line maintenance of employee pay and classification changes
- Conducts job evaluations and salary and benefit surveys
- Publishes and maintains employee handbooks
- Maintains employee personnel files
- Administers tuition reimbursement, work-related travel reimbursement, education bonus and bi-annual physical exam programs

### **GENERAL**

- Prepares and administers department budget
- Recommends and implements administrative policies
- Coordinates and evaluates activities of department personnel

### **LABOR RELATIONS**

- Coordinates and participates in labor contract negotiations for five bargaining units
- Performs grievance administration for five union contracts
- Advises employees and supervisors on contract administration
- Publishes and maintains collective bargaining agreements
- Represents employer in hearings with Personnel Board and Act 78 Commission

### **MISCELLANEOUS**

- Conducts equal opportunity reporting for EEOC purposes and grant applications

## HUMAN RESOURCES DEPARTMENT

### DEPARTMENT AT A GLANCE

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Human Resources	\$465,240	\$454,680	\$500,740	\$541,540	\$517,270	-4.5%
<b>TOTAL DEPARTMENT</b>	<b>\$465,240</b>	<b>\$454,680</b>	<b>\$500,740</b>	<b>\$541,540</b>	<b>\$517,270</b>	<b>-4.5%</b>
Personal Services	\$334,174	\$364,145	\$370,740	\$376,760	\$391,210	3.8%
Supplies	6,200	5,624	6,100	6,900	6,400	-7.3
Other Services/Charges	124,866	84,911	123,900	157,880	119,660	-24.2
Capital Outlay	0	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$465,240</b>	<b>\$454,680</b>	<b>\$500,740</b>	<b>\$541,540</b>	<b>\$517,270</b>	<b>-4.5%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Human Resources	4	1	4	1	4	1	4	1
<b>TOTAL DEPARTMENT</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>

## **HUMAN RESOURCES DEPARTMENT**

### **SERVICE AND MISSION STATEMENTS**

#### **SERVICE STATEMENT:**

The Human Resources Department provides support service and consultation in the areas of recruitment, salary administration, employee and labor relations, employee education and development, performance evaluations, collective bargaining and contract administration, state and federal labor law compliance, personnel records maintenance, and other personnel related issues. Policies and procedures are in place to ensure consistent practices are followed and to monitor compliance with State and Labor laws.

Services to departments and employees are enhanced with the use of an integrated financial management software program, J D Edwards. The Human Resources Department is responsible for electronic maintenance of salary schedules and employee records.

Additional services provided by the Human Resources Department include maintenance and publication of employee handbooks and collective bargaining agreements, and assisting in marketing the City of Troy as an Equal Opportunity Employer by participation in career fairs.

#### **MISSION STATEMENT:**

The mission of the City of Troy Human Resources Department is to provide high quality human resources and labor relations services to the City by recruiting, developing and maintaining an effective, competent work force able to deliver timely, responsive, and cost-effective services to the community.

***DID YOU KNOW...***

***INFORMATION ABOUT CURRENT JOB OPENINGS CAN BE OBTAINED THROUGH THE JOB HOTLINE AT 248-524-3339.***

***APPLICATION FORMS FOR CURRENT JOB OPENINGS CAN BE ACCESSED DIRECTLY FROM THE CITY OF TROY WEBSITE AT [WWW.CI.TROY.MI.US](http://WWW.CI.TROY.MI.US). SIMPLY PRINT THE FORM, COMPLETE IT, SIGN AND RETURN IT TO THE HUMAN RESOURCES DEPARTMENT.***

***EMPLOYEE TURNOVER (EXCLUDING RETIREMENTS) REDUCED FOR THE THIRD YEAR FROM 2.8% TO 1.1% DURING FISCAL YEAR 2001/2002.***

## HUMAN RESOURCES DEPARTMENT

### 2003/04 PERFORMANCE OBJECTIVES

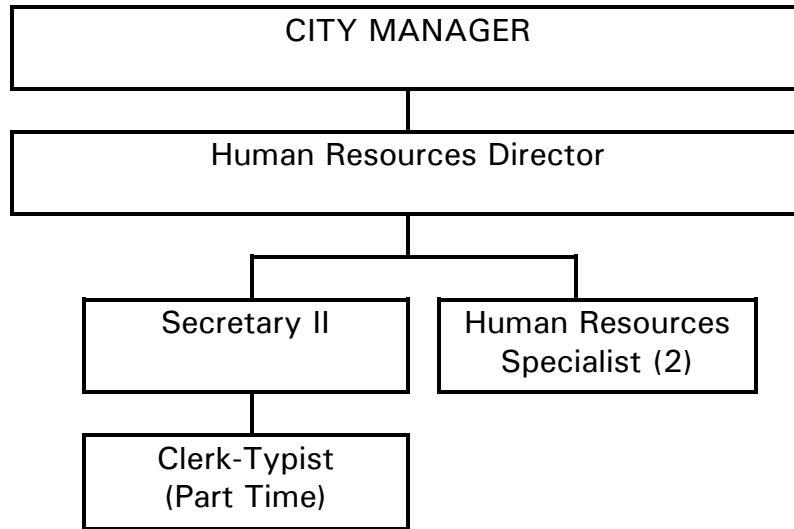
1. Complete analysis of clerk-typist positions.
2. Conduct bi-annual part-time wage survey.

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Job Postings	50	55	65	60
Full Time	37	40	50	45
Part Time	13	15	15	15
Promotional Job Postings	18	25	25	25
Open Competitive Job Postings (Full & Part Time)	20	20	50	30
Full Time Hired	15	15	35	20
Part Time Hired	437	400	300	400
Applications Processed	1,552	1,300	1,000	1,300
Separations: Full Time (Excluding retirements)	5	6	25	10
Separations: Part Time	287	400	400	400
Discrimination Complaints Filed	1	1	0	0
Reclassification Requests	10	20	3	10
Applicants Examined	3,255	3,000	1,700	2,500
Labor Contracts Negotiated (begun)	2	1	1	1
Grievances Processed	5	5	5	5
Number of Grievances Arbitrated (Including hourly)	1	1	2	1
Employee % Turnover (Excl. retirements)	1.05	1.0	5.5	2.0
Promotions/Transfers Processed	23	20	25	25
Policies/Procedures Developed/Revised	10	13	10	10
Job Descriptions Updated/Developed	4	10	10	30
Temporary Employee Requests	7	6	30	15



# HUMAN RESOURCES DEPARTMENT

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Human Resources Director	1	1	1
Human Resources Specialist	2	2	2
Secretary II	1	1	1
Clerk-Typist (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>5</b>	<b>5</b>	<b>5</b>

**HUMAN RESOURCES DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –  
2003/04 BUDGET  
COMPARED TO 2002/03 BUDGET**

**OFFICE EQUIPMENT MAINTENANCE:**

Increase reflects cost of annual Scantron scoring machine maintenance.

**MEMBERSHIP & DUES:**

Budget increased to cover the proportionate cost of City membership in the Innovations Group, a nonprofit organization with a membership base of city, town, and county governments that provides an information-sharing network.

**EDUCATION AND TRAINING:**

Funds budgeted to provide comprehensive training to supervisors and employees in diversity and preventing all forms of harassment and discrimination.

**OTHER:**

Reduction reflects the removal of a consultant to conduct a comprehensive classification and compensation study to update the classification and pay plans for Classified and Exempt employees. This study will be done in-house.

**PURCHASING DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Purchasing Department	\$290,936	\$318,454	\$341,670	\$332,880	\$348,560	4.7%
<b>TOTAL DEPARTMENT</b>	<b>\$290,936</b>	<b>\$318,454</b>	<b>\$341,670</b>	<b>\$332,880</b>	<b>\$348,560</b>	<b>4.7%</b>
Personal Services	\$271,544	\$297,121	\$324,370	\$315,400	\$331,260	5.0%
Supplies	6,976	7,651	5,860	5,860	5,860	0
Other Services/Charges	12,416	13,682	11,440	11,620	11,440	-1.6
Capital Outlay	0	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$290,936</b>	<b>\$318,454</b>	<b>\$341,670</b>	<b>\$332,880</b>	<b>\$348,560</b>	<b>4.7%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Purchasing Department	3	1	3	1	3	1	3	1
<b>TOTAL DEPARTMENT</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>

## **PURCHASING DEPARTMENT**

### **SERVICE STATEMENT AND MISSION STATEMENT**

#### **SERVICE STATEMENT:**

The Purchasing Department provides service and ensures value for City of Troy Departments by procuring goods and services at the lowest competitive price from responsible vendors meeting specifications. Purchasing services the City's departments by providing on-going training sessions ensuring full utilization of the J. D. Edwards financial software package implemented in 1997.

The Purchasing Department uses many methods of purchasing to achieve its goals. The methods of purchasing which are always in compliance with the City Charter and Ordinance include: Cooperative purchasing through National, State, County, and the Tri-County Purchasing Cooperative extended purchasing programs, use of the "Request for Proposals (RFP)" process for professional services, acceptance of sealed bids, and the use of informal quotations. These alternatives allow for cost-effective purchases that are tailored to meet City needs. Ethical purchasing principles are practiced in accordance with the Code of Ethics set forth by the National Institute of Governmental Purchasing and the Michigan Public Purchasing Officers Association both of which Troy is a member.

The Purchasing Department has established a procurement card program to assist employees with their purchasing activities. Due to the implementation of Smart Data On-line, accounting and approval activities are done electronically. This program has assisted departments in streamlining activities for emergency and after-hours purchases, and employee travel.

The Purchasing Department maintains an "open door" policy in meeting with vendors. The new E-procurement initiative should further enhance competition for City purchases since vendors will have 24 hour access to bid information on-line.

#### **MISSION STATEMENT:**

The Purchasing Department ensures value for City of Troy Departments by procuring goods and services at the lowest competitive price from responsible vendors meeting specifications.

*DID YOU KNOW? ...*

*THE CITY OF TROY PURCHASING DEPARTMENT IN CONJUNCTION WITH EIGHT OTHER MEMBER ENTITIES OF THE TRI-COUNTY PURCHASING COOPERATIVE WILL BE IMPLEMENTING AN E-PROCUREMENT INITIATIVE DURING THE NEXT YEAR THAT WILL INCLUDE THIRD-PARTY VENDOR REGISTRATION AND ON-LINE POSTING OF FORMAL BIDS, BID AWARDS, TABULATIONS, AND OTHER INFORMATION OF INTEREST TO THE CITY'S VENDOR BASE.*

## PURCHASING DEPARTMENT

### 2003/04 PERFORMANCE OBJECTIVES

1. As part of the E-procurement Initiative, implement third party vendor registration through Bidnet, the selected vendor, who will provide the service to the City of Troy at no charge. (G&O#1)
2. As part of the E-procurement initiative, implement the posting of bids, bid awards, bid tabulations, and other documents that may be of interest to the City's vendor base. (G&O#1,3)
3. Continue widening the employee base of procurement card users throughout the City. Also, continue to identify areas where the procurement cards will enhance employee performance and streamline operations. (G&O#1)

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Percentage of awards without dispute	100%	100%	100%	100%
Average days elapsed from bid request date to award date	68 Days	60 Days	66 Days	64 Days
Funds generated from out-of-service City owned personal property auctioned by Auctioneer <sup>1</sup>	\$26,400	\$20,470 <sup>1</sup>	\$0	\$0
Purchasing Budget as a % of total goods and services purchased	2%	2%	2%	2%
Total Purchases monitored per FTE <sup>2</sup>	\$7.9 Million	\$9 Million	\$10 Million	\$10 Million
\$ Value of goods and services purchased	\$23.6 Million	\$27 Million	\$31 Million	\$30 Million
\$ Value of contracts originated and managed <sup>3</sup>	\$632,500	\$600,000	\$705,000 <sup>3</sup>	\$740,250 <sup>4</sup>

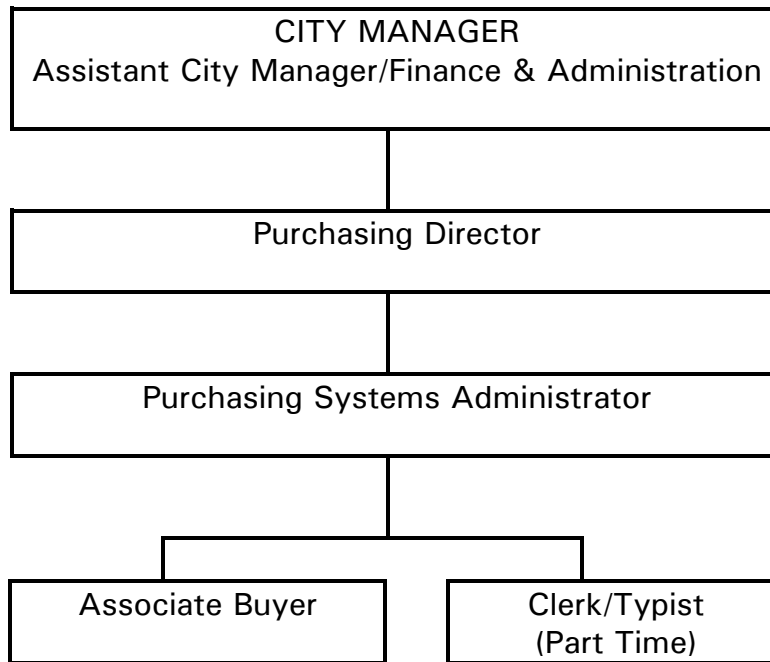
<sup>1</sup> The Auctioneer was used to dispose of out-of-service equipment that could be used by the farm community. Therefore, the equipment was released to the auctioneer for an auction in St. Clair County.

<sup>2</sup> FTE is defined as a full time employee.

<sup>3</sup> Budget number corrected. The funds for the Purchasing managed contracts are in City-wide accounts that have a number of items charged against them. The numbers shown are "estimates" for items isolated in general City accounts.

<sup>4</sup> The budgeted number is calculated on the 2002/03 budget number plus 5%.

**PURCHASING DEPARTMENT**  
**ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Purchasing Director	1	1	1
Buyer	1	0	0
Purchasing Systems Administrator	0	1	1
Associate Buyer	1	1	1
Clerk/Typist (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>4</b>	<b>4</b>	<b>4</b>

**PURCHASING DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

The Purchasing Department's labor and fringe benefit costs are still being adjusted due to the promotion of the Buyer to a Purchasing Systems Administrator during the 2002/03 fiscal year.





**CITY TREASURER'S OFFICE**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Treasurer's Office	\$464,594	\$456,242	\$598,070	\$598,590	\$593,820	-.8%
<b>TOTAL DEPARTMENT</b>	<b>\$464,594</b>	<b>\$456,242</b>	<b>\$598,070</b>	<b>\$598,590</b>	<b>\$593,820</b>	<b>-.8%</b>
Personal Services	\$297,114	\$314,495	\$336,670	\$334,450	\$329,880	-1.4%
Supplies	21,088	21,659	24,020	26,020	26,000	-.8
Other Services/Charges	146,392	120,088	237,380	238,120	237,940	-.8
Capital Outlay	0	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$464,594</b>	<b>\$456,242</b>	<b>\$598,070</b>	<b>\$598,590</b>	<b>\$593,820</b>	<b>-.8%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Treasurer's Office	5	0	5	0	5	0	5	0
<b>TOTAL DEPARTMENT</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>

**CITY TREASURER'S OFFICE**  
**SERVICE AND MISSION STATEMENTS**

**SERVICE STATEMENT:**

The City of Troy Treasurer's Office serves as the focal point for all collections, deposits and disbursement of receipts for the City on a daily basis. The function and duties of the Treasurer's Office are documented in the City Charter. The major function of the department is tax billing and collections. Along with this is the maintenance of the mortgage code file for billing purposes, and the tax rolls for collections. Taxes generate the largest portion of revenue for the City.

The Treasurer's Office also provides various services and information as needed to assist our citizens. We are currently seeking new technology to accommodate needed information for real estate transactions. Tax information is now available on the Internet. In the future, we hope to include invoices and Special Assessment information.

Another function of the Treasurer's Office is the billing, collection and maintenance of all City Special Assessments for paving, water, sewer, drains and sidewalks. The revenue-collecting function is more efficient with the new computerized equipment. Our point of sale with scanning has allowed us to service the customers quickly and accurately. We are still expanding collections to various City locations.

The Treasurer's Office has set up an automatic water bill payment plan as another way of servicing the public. This allows customers the option of paying water bills directly from a checking or savings account. Automatic payment saves time, money and eliminates late payments for residents. It also increases efficiency and decreases costs.

The objective of the Treasurer's Office is to further automate, allowing a decrease in expenses, reduction of manual work, repetition, and to operate more efficiently.

**MISSION STATEMENT:**

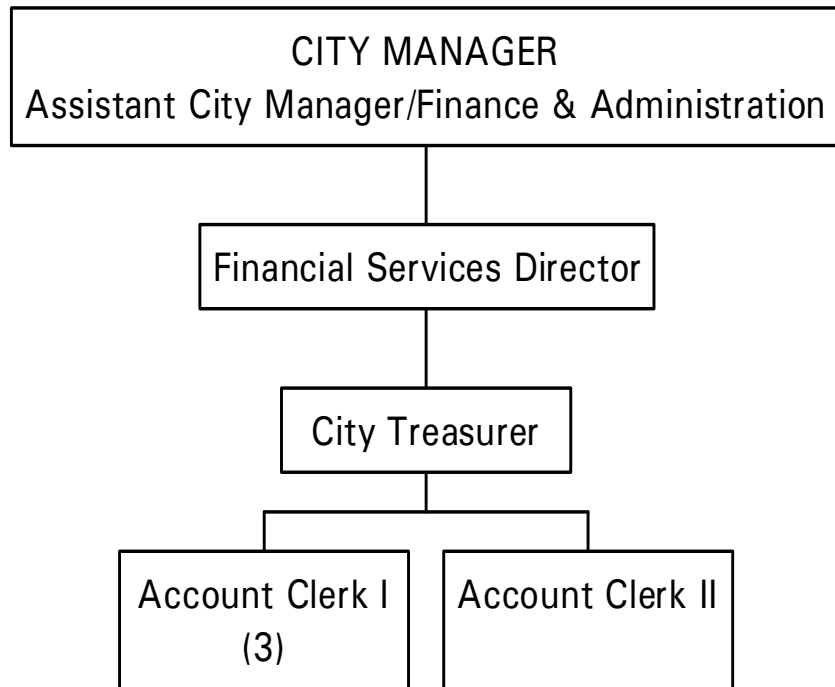
The mission of the Treasurer's Office is to provide efficient and courteous customer service for residents and businesses by using the most current technology available. Another mission is to apprise residents and businesses of vital information regarding real estate transactions.

**CITY TREASURER'S OFFICE**  
**2003/04 PERFORMANCE OBJECTIVES**

1. Expand point of sale for collections at various sites. (G&O#1,3)
2. Expand Internet access to include all City liens. (G&O#1,3)
3. Improve customer service and response time. (G&O#1,3)
4. Expand Internet payment for water bills and invoices. (G&O#1,3)
5. Increase the number of residents using automatic bill payment. (G&O#1,3)
6. Expand collection to utilize payment by phone using a checking account.  
(G&O#1,3)

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Tax Bills Processed	63,086	63,200	64,000	64,000
Water Bills Processed	98,747	99,500	100,000	100,000
Special Assessments Processed	404	450	550	500
Tax Adjustments Processed	520	495	600	550
Date of Delivery of Tax Roll to County	3/14	3/18	4/1	4/1
Invoices Processed	2,383	2,400	2,500	3,000
Number of Pieces of Mail Processed	189331	199,000	205,000	211,000
Total Customers Enrolled in Automatic Payment	3,714	4,000	4,000	4,200

**CITY TREASURER'S OFFICE**  
**ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
City Treasurer	1	1	1
Account Clerk	4	4	0
Account Clerk I	0	0	3
Account Clerk II	0	0	1
<b>TOTAL DEPARTMENT</b>	<b>5</b>	<b>5</b>	<b>5</b>

**CITY TREASURER'S OFFICE**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

No significant budget changes occurred.



# **FIRE DEPARTMENT**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATION**

- Plans fire protection/emergency services
- Recruits and selects volunteer and career personnel
- Develops policies and procedures
- Prepares and administers department budget
- Represents department to public groups and citizens
- Represents department on Building Code Board of Appeals
- Administers contract for medical "First Responder" program
- Administers City radio communications systems

### **FIRE SUPPRESSION DIVISION**

- Responds to fires and other emergency incidents
- Mitigates hazards
- Performs regular station training for assigned personnel
- Inspects and maintains assigned apparatus and equipment

### **FIRE PREVENTION DIVISION**

- Reviews plans for new building construction and conducts inspections
- Reviews plans for fire protection system installation and conducts inspections
- Inspects existing buildings
- Issues permits and makes inspections for hazardous materials use
- Educates the public
- Maintains firefighter "Right to Know" program
- Acts as liaison to Traffic Committee
- Coordinates fire prevention week/open house activities
- Supervises fire explorer program

### **OPERATIONS DIVISION**

- Conducts firefighter recruitment
- Coordinates/provides in-service training
- Fire investigations
- Apparatus procurement and maintenance
- Departmental computer support
- Equipment procurement and maintenance
- Coordinates facility maintenance
- Research and development

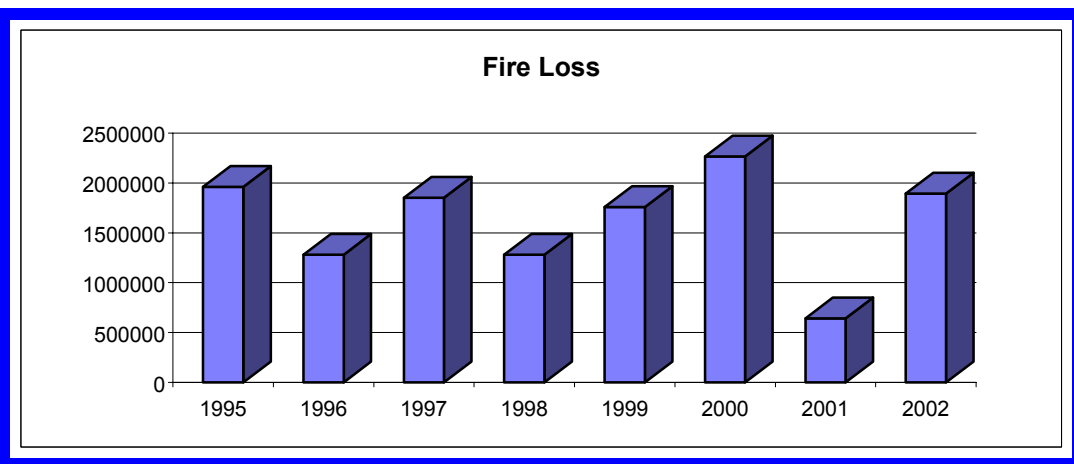
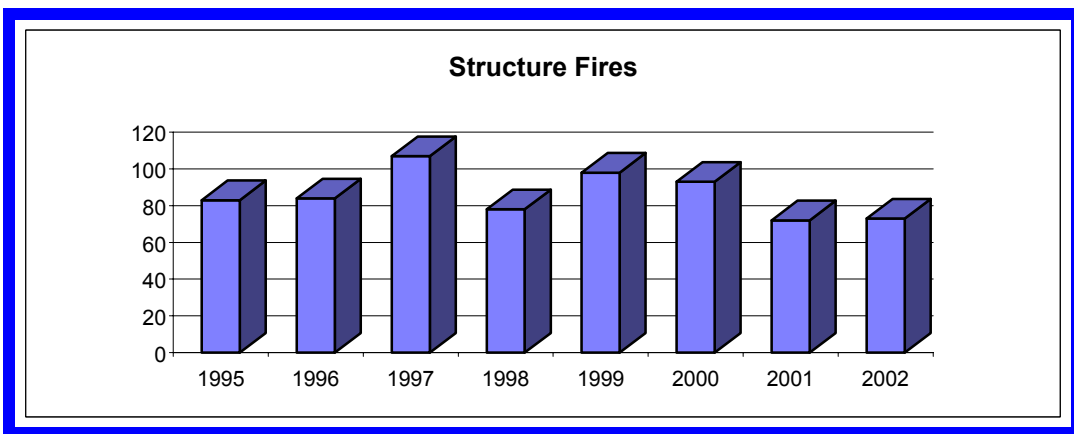
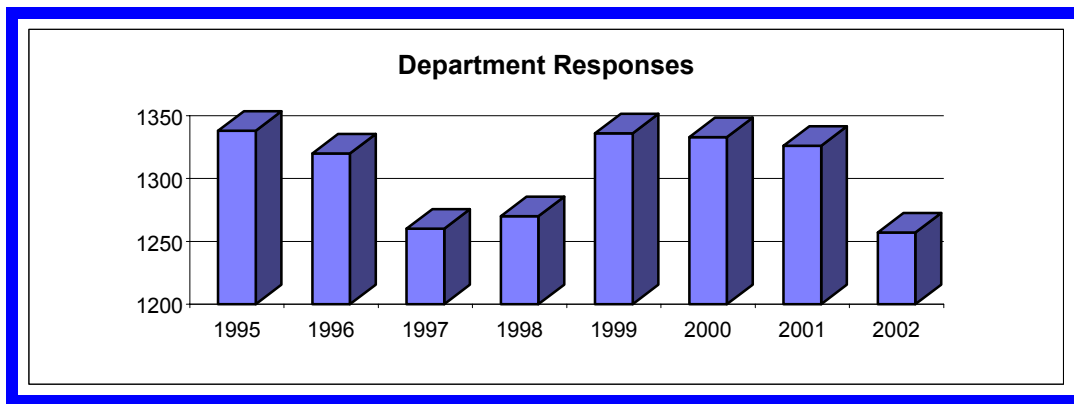
**FIRE DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Fire Administration	\$218,749	\$232,979	\$240,310	\$246,840	\$249,280	1.0%
Fire Operations	585,573	795,804	776,800	811,920	822,160	1.3
Fire Companies	708,583	773,278	894,530	818,900	978,550	19.5
Fire Prevention	726,015	854,287	872,770	871,460	928,450	6.5
Fire Communications	143,860	134,791	143,590	145,990	152,490	4.5
Fire Halls	488,621	522,437	566,650	585,140	552,480	-5.6
<b>TOTAL DEPARTMENT</b>	<b>\$2,871,401</b>	<b>\$3,313,576</b>	<b>\$3,494,650</b>	<b>\$3,480,250</b>	<b>\$3,683,410</b>	<b>5.8%</b>
Personal Services	\$1,154,051	\$1,369,265	\$1,416,970	\$1,422,360	\$1,526,910	7.4%
Supplies	73,180	339,158	327,080	324,900	299,250	-7.9
Other Services/Charges	1,409,793	1,527,677	1,713,600	1,659,590	1,792,200	8.0
Capital Outlay	234,377	77,476	37,000	73,400	65,050	-11.4
<b>TOTAL DEPARTMENT</b>	<b>\$2,871,401</b>	<b>\$3,313,576</b>	<b>\$3,494,650</b>	<b>\$3,480,250</b>	<b>\$3,683,410</b>	<b>5.8%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Fire Department	12	2	14	2	14	2	14	2
<b>TOTAL DEPARTMENT</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>2</b>	<b>14</b>	<b>2</b>	<b>14</b>	<b>2</b>



## FIRE DEPARTMENT KEY DEPARTMENTAL TRENDS



## **FIRE DEPARTMENT**

### **SERVICE STATEMENT AND MISSION STATEMENT**

#### **SERVICE STATEMENT:**

The Troy Fire Department provides fire protection and emergency service to the community through a team of dedicated volunteer and career professionals. The department accomplishes this task through four divisions: Administration, Suppression, Operations, and Fire Prevention/Support Services.

Administration plans, directs, and administers the divisional and administrative functions of the department including policy development; efficient use of personnel and equipment; the procurement of materials, supplies, apparatus, and facilities; the preparation of proposed budgets; and the maintenance of adequate records.

The Suppression Division is primarily responsible for the suppression of fires; this is accomplished through six fire stations, strategically located throughout the City, operated by the volunteer firefighters. Also included within this division are the Special Response Unit and the Water Rescue Team. The SRU performs technical rescues, above and below grade, and mitigation of hazardous materials incidents. The WRT performs water and ice rescues.

The Operations Division is responsible for firefighter training, juvenile fire setter counseling and fire investigation. Each firefighter is required to attend and complete State of Michigan sponsored classes totaling 280 hours divided between classroom and drill ground instruction. In addition, each firefighter must also complete a minimum of 60 hours of training annually and attend 50 percent of the incidents for which he/she is available.

A fire investigation is conducted of all fires. If the investigation indicates the cause to be arson, assistance is sought from the Police Department for criminal prosecution or from trained personnel for fires involving juvenile fire setters.

The Fire Prevention Division is responsible for code enforcement and fire safety education in the community, and support services to the department. Code enforcement is accomplished through plan review and new and existing building inspections including hazardous materials and fire protection systems. Plan review includes building, tenant, fire protection, site plan, subdivision plat, and structures. This also includes inspection and testing of fire protection systems including fire suppression, fire detection and alarm, and hazardous materials. The Fire Prevention Division, through the Division Assistant Chief, is responsible for enforcement of the City's fire prevention ordinances and codes. Existing building inspections are conducted including all types of related systems in existing occupancies. There are approximately 2,000 inspectable buildings and approximately 5,000 inspectable occupancies located within the City.

Fire Prevention Division personnel work closely with Building, Planning and Engineering Department personnel during the construction of new buildings. Compliance with various federal and state hazardous materials reporting and planning requirements are also the responsibility of the Fire Prevention Division.

## **FIRE DEPARTMENT**

### **SERVICE STATEMENT AND MISSION STATEMENT, CONTINUED**

#### **SERVICE STATEMENT, CONTINUED:**

The Division's role in new construction includes inspection of construction methods as well as inspection and testing of fire protection systems including fire suppression, fire detection and alarm, smoke control, and related systems. Personnel interface on a daily basis with the Building Department to coordinate inspections for buildings under construction and renovation.

In order to minimize hazards to responding firefighters and to comply with the Michigan and Federal Right To Know requirements, the Fire Prevention Division surveys and develops site-specific informational bulletins for all firefighters.

The Division continues to take part in numerous other activities in support of the overall mission of the Fire Department. Support service activities include incident responses and investigations; administration; firefighter training; critical incident stress debriefing; and department-wide computer, radio, and pager maintenance.

Public fire safety education is provided through elementary school programs, civic and business group demonstrations, and fire station tours.

The Administration Division, through the Fire Chief, is responsible for overall fire service delivery system. Administration manages the resources necessary to support the other divisions and personnel permitting them to fulfill the mission of the department.

#### **MISSION STATEMENT:**

The mission of the Troy Fire Department is to provide the highest possible level of fire protection, rescue, and hazard mitigation services to the community. This shall be accomplished with a team of professionals, both volunteer and career, by providing fire prevention, public education, emergency operations, and planning.

This department realizes that the members are the department's most valuable resource and the key to its future. The collective vision of department members and staff is an efficient, cost effective fire protection delivery system consisting of well-trained, well-equipped volunteer firefighters supported by a core career staff, emphasizing fire prevention, public education, and the use of installed fire protection technology.

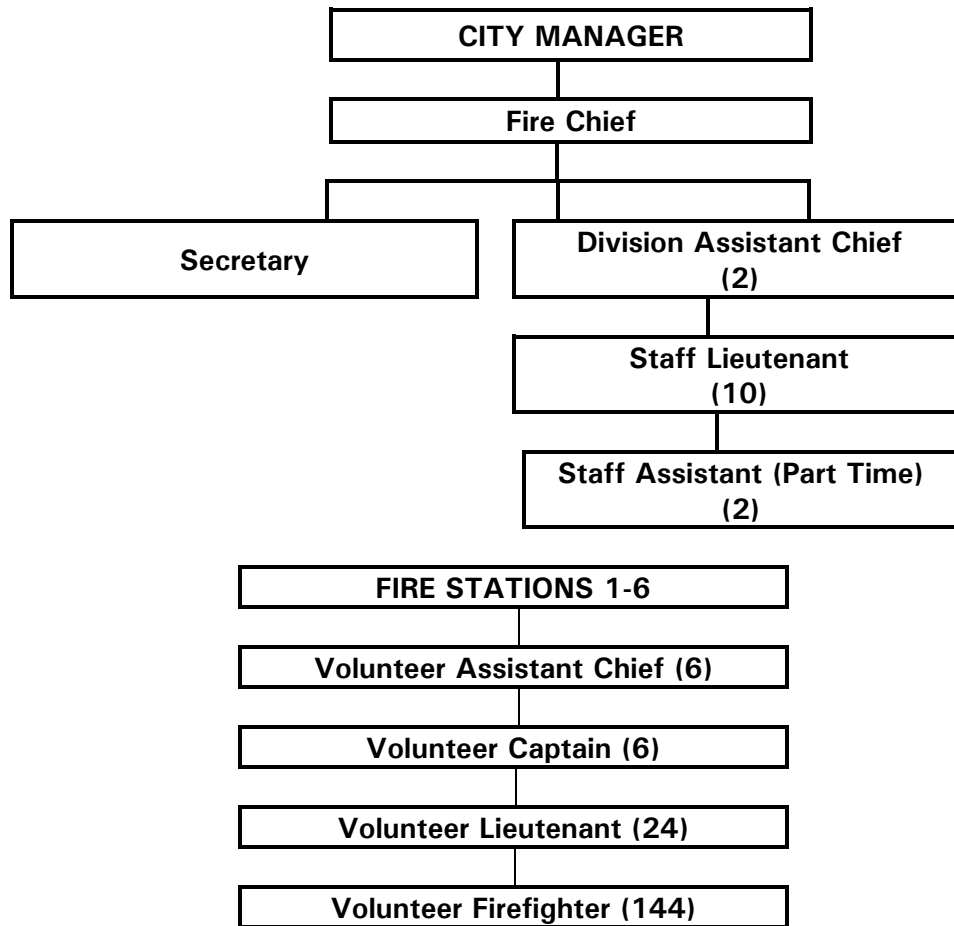
# FIRE DEPARTMENT

## 2003/04 PERFORMANCE OBJECTIVES

1. Complete construction of Fire Station #3. (G&O#4)
2. Implement mobile data transfer between fire apparatus and the Computer Aided Dispatch system. (G&O#5)
3. Complete Fire Administration portion of Police/Fire Administration renovation project. (G&O#4)
4. Implement a computerized field fire inspection system to facilitate data entry and reporting, and increase inspection efficiency. (G&O#1)
5. Update hydraulic rescue tool capabilities in all fire stations. (G&O#1)
6. Update thermal imaging units in all fire stations. (G&O#5)

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Total fire department responses	1,182	1,300	1,300	1,400
All fires	175	200	200	200
Structure fires	65	75	75	80
Property endangered (million \$)	\$133 M	\$150	\$150	\$175
Fire loss (million \$)	\$1.9 M	\$2.0	\$2.0	\$2.0
Number of Volunteer firefighters	168	170	180	180
Total firefighter training hours	16,650	18,000	18,000	17,000
Total public education programs conducted	56	100	100	100
Total public education attendance	1,124	1,000	1,000	1,000
Total inspections performed	1,974	2,000	2,000	2,000
Total violations issued	1,380	1,000	1,000	1,000
Total violations cleared	946	1,000	1,000	1,000
Total fees earned	\$53,740	\$50,000	\$50,000	\$55,000
Total permits issued	379	350	350	350
Total plans reviewed	772	500	500	500

# FIRE DEPARTMENT ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Fire Chief	1	1	1
Division Assistant Chief	2	2	2
Secretary	1	1	1
Staff Lieutenant	10	10	10
Staff Assistant (Part Time)	2	2	2
<b>TOTAL DEPARTMENT</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>VOLUNTEER POSITION:</b>			
Volunteer Assistant Chief	6	6	6
Volunteer Captain	6	6	6
Volunteer Lieutenant	24	24	24
Volunteer Firefighters	144	144	144
<b>TOTAL VOLUNTEER STAFF</b>	<b>180</b>	<b>180</b>	<b>180</b>

## **FIRE DEPARTMENT**

### **SUMMARY OF BUDGET CHANGES**

#### **SIGNIFICANT NOTES – 2003/04 BUDGET COMPARED TO 2002/03 BUDGET**

##### **PERSONAL SERVICES:**

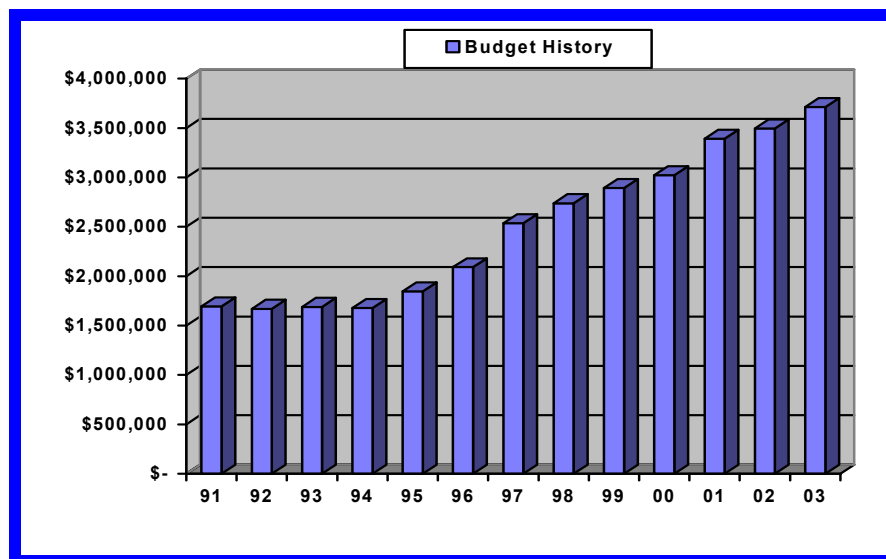
The Fire Department's overall Personal Services budget increased by \$104,550 or 7.4 percent. This increase is due to pay and benefit increases.

##### **SUPPLIES:**

The total Supplies budget decreased by \$25,650 or 7.9 percent due to reduced equipment requirements.

##### **OTHER SERVICES/CHARGES:**

The Other Services/Charges category increased by \$132,610 or 8 percent due to increases in the volunteer incentive program.



# TROY PUBLIC LIBRARY/MUSEUM

## FUNCTIONAL ORGANIZATIONAL CHART

### ADMINISTRATIVE SERVICES TEAM

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ Prepares and administers the library and museum budget</li> <li>■ Recommends and implements policies</li> <li>■ Coordinates and evaluates activities of staff</li> <li>■ Formulates and develops service programs and priorities</li> <li>■ Coordinates and administers grants</li> <li>■ Liaisons with Friends of the Library</li> <li>■ Works with the Library Advisory Board</li> <li>■ Represents and promotes the Library to the community</li> </ul> | <ul style="list-style-type: none"> <li>■ Liaisons with Library Cooperative</li> <li>■ Provides research and development</li> <li>■ Liaisons with City departments</li> <li>■ Coordinates staff development</li> <li>■ Compiles, maintains, analyzes statistics</li> <li>■ Coordinates automation</li> <li>■ Administers planning and marketing</li> <li>■ Liaisons with Historical Society</li> <li>■ Works with Historical Commission</li> </ul> |
|---|---|

### ADULT SERVICES TEAM

- Reference/information retrieval
- Collection management
- Database and Internet access management
- Shelving of materials
- Merchandising
- Conducts patron education
- Collects and reports statistics
- Periodicals maintenance
- Coordinates interlibrary loans
- Aids and advises patrons in selection of reading and AV material
- Coordinates adult multi-cultural services
- Develops Web Page
- Public software program management
- Provides Outreach services

### YOUTH SERVICES TEAM

- Reference/information retrieval
- Collection management
- Database and Internet access management
- Shelving of materials
- Merchandising
- Aids and advises patrons in selection of reading and AV materials
- Liaisons with the elementary and middle schools
- Plans/conducts children's programming
- Conducts patron education
- Collects and reports statistics
- Develops Web Page
- Coordinates youth multi-cultural services

### TEEN/STUDENT SERVICES TEAM

- Reference/information retrieval
- Collection management
- Database and Internet access management
- Shelving of materials
- Merchandising
- Aids and advises patrons in selection of reading and AV materials
- Liaisons with high schools, vocational schools, and colleges
- Plans/conducts teen programming
- Conducts patron education
- Collects and reports statistics
- Develops Web Page
- Coordinates teen multi-cultural services

# TROY PUBLIC LIBRARY/MUSEUM

## FUNCTIONAL ORGANIZATIONAL CHART, CONTINUED

### CIRCULATION SERVICES TEAM

- Collects and reports statistics
- Circulates materials
- Books meeting rooms
- Registers borrowers
- Coordinates Telephone Desk
- Coordinates delivery to the Library Cooperative
- Manages the Welcome Desk
- Maintains AV equipment

### TECHNICAL SERVICES TEAM

- Administers Library computer system
- Receives and routes deliveries
- Catalogs and classifies materials
- Processes materials
- Coordinates bindery/ repair of materials
- Maintains inventory
- Maintains material authority
- Acquires materials, equipment, and supplies
- Provides bookkeeping services

### CULTURAL ARTS TEAM

- Identifies and applies for grants
- Designs and coordinates Arts and Cultural programming
- Designs and coordinates Adult Enrichment programming
- Coordinates displays and exhibits
- Provides program promotion
- Liaisons with Arts and Cultural groups
- Develops and maintains the Web Page
- Develops and designs promotional materials

### MUSEUM TEAM

- Provides history-based educational programs
- Coordinates the preservation of historic buildings and artifacts
- Demonstrates historic lifestyles, crafts, and trades during significant events
- Liaisons with groups and organizations with an interest in history and preservation
- Develops and designs exhibits



**TROY PUBLIC LIBRARY/MUSEUM**  
**DEPARTMENT AT A GLANCE**

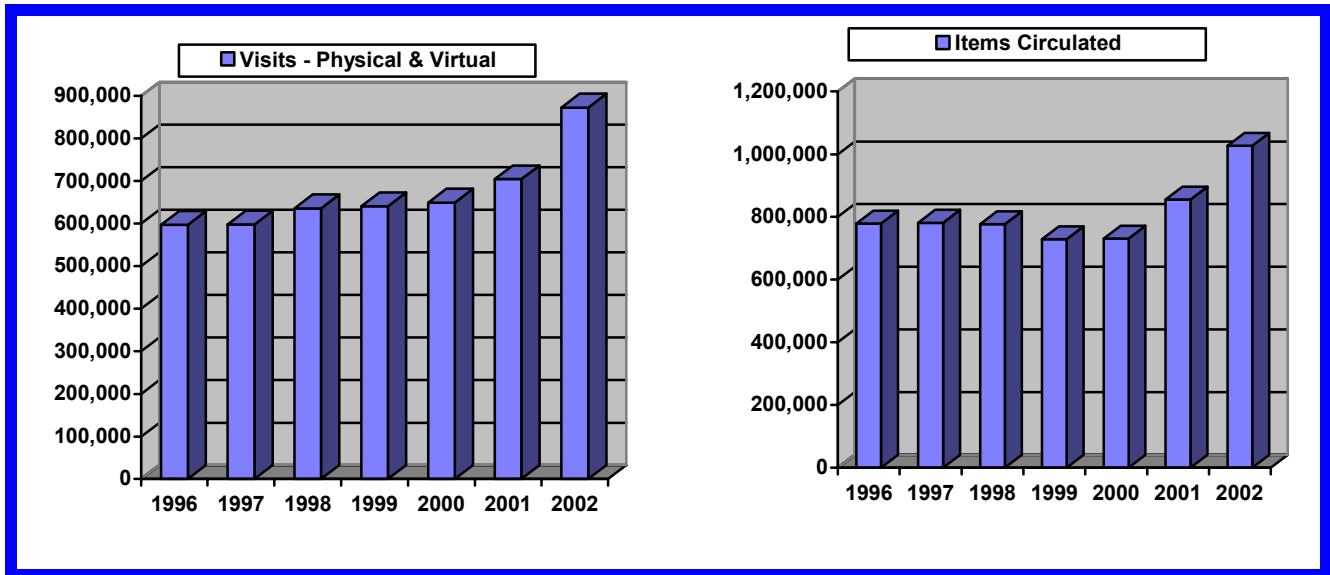
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Library	\$3,196,808	\$3,658,862	\$4,120,070	\$4,190,700	\$4,331,890	3.4%
Museum	303,173	383,796	499,010	546,480	412,110	-24.6
<b>TOTAL DEPARTMENT</b>	<b>\$3,499,981</b>	<b>\$4,042,658</b>	<b>\$4,619,080</b>	<b>\$4,737,180</b>	<b>\$4,744,000</b>	<b>1.0%</b>
Personal Services	\$2,150,597	\$2,382,142	\$2,670,500	\$2,661,050	\$2,770,790	4.1%
Supplies	84,793	103,832	108,560	95,070	869,050	914.1
Other Service/Charges	985,023	885,308	1,093,880	1,234,560	1,104,160	-10.6
Capital Outlay	279,568	671,376	746,140	746,500	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$3,499,981</b>	<b>\$4,042,658</b>	<b>\$4,619,080</b>	<b>\$4,737,180</b>	<b>\$4,744,000</b>	<b>1.0%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Library	17	80	20	67	20	85	20	86
Museum	1	7	3	4	3	5	3	5
<b>TOTAL DEPARTMENT</b>	<b>18</b>	<b>87</b>	<b>23</b>	<b>71</b>	<b>23</b>	<b>90</b>	<b>23</b>	<b>91</b>

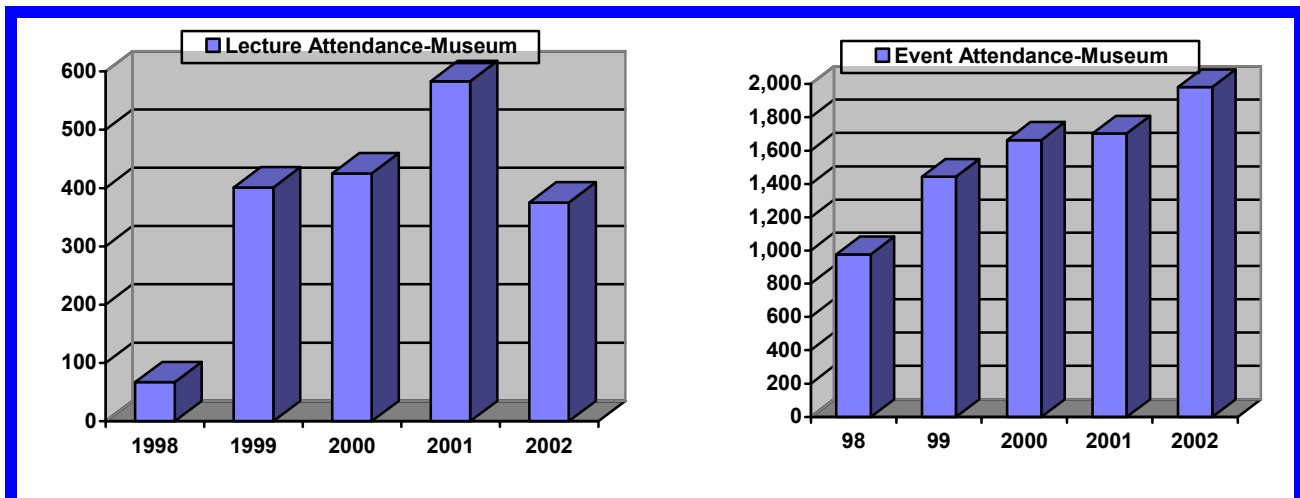
## TROY PUBLIC LIBRARY/MUSEUM

### KEY DEPARTMENTAL TRENDS

Libraries are in a period of significant change due primarily to the increased application of technology. Our computer areas are extremely busy as patrons have dramatically increased their electronic database and Internet use to find information. In addition, we are witnessing a significant increase in public interest in our traditional services: Borrowing books and Audio-visual materials, asking informational questions, attending children's, adult enrichment and cultural programming.



Museums are gaining popularity across the country in the wake of 9/11. Visits to all types of museums are increasing as people search for a link with their heritage, and safe, local family activities. The proliferation of online resources, history-based documentaries and films are piquing public interest. Culturally diverse visitors are looking for more than just a commentary on the past. They are seeking programs and exhibits that explore culture, heritage, and community values in ways that stimulate awareness and understanding.



## **TROY PUBLIC LIBRARY/MUSEUM**

### **SERVICE STATEMENT**

The Troy Public Library serves as a center for learning, enlightenment and personal development for the community. It strengthens families through its wide-ranging services. The Library offers leading-edge access to information and materials in a variety of formats to foster and promote independent learning as well as a lifetime habit of reading and thinking. Supporting the belief that the freedoms to read, view and know are the foundation to our democracy, the library endeavors to encourage and provide access to the free expression of ideas, which is essential to a dynamic and informed community.

The Library offers a full complement of services for children, youth, families, adults, seniors and special and multicultural populations. Such activities as preschool story times, selection of books and materials in a variety of formats, and adult enrichment programs provide our community with excellent learning, educational, recreational and self-development opportunities.

The Library provides electronic information retrieval through on-line and CDROM databases, as well as worldwide web sites on the Internet, the Michigan Occupational Information System, and Troy Job Center. In addition, patrons have access to an extensive collection of back issues of newspapers and periodicals, and special collections of local history, business and health information. Public use computers provide adults, children and families with the opportunity to create and learn through software applications and educational games.

For those residents unable to visit the library, the Outreach program brings the world of knowledge to them.

To meet the Library needs of our diverse multicultural community members, the library provides an International Language Book Collection. A Kurzweil Reading Machine makes available to the blind, the entire print collection.

The Troy Public Library is a leader in the delivery of library services in the state. The Library is committed to providing a quality mix of programs, services and resource access enhanced by the assistance of highly trained and effective staff to provide a high quality of life to the families and individuals who make up the community of Troy.

The Troy Museum is a center for preservation and interpretation of the history of the community. Historic structures, artifacts and archive materials are conserved as evidence of the past and development of Troy. These resources also provide a unique learning environment for children, families, academicians, City and other government employees conducting research. Supporting the belief that awareness and interest stimulates understanding and knowledge, the Museum endeavors to provide an environment where understanding the past provides a context for present, and a perspective for the future.

The Museum offers comprehensive hands-on programming for schools, scout groups, families, adults, seniors and special needs and multi-cultural populations. School programs are age appropriate and meet Michigan Curriculum Framework guidelines. Public programs and special events provide entertaining and informative opportunities for community enrichment. The Troy Lecture Series provides adults with focused, in depth historic perspectives. Resource materials, clipping files, and archival records are available by appointment for specialized research.

The Troy Museum is recognized as a regional resource. The Museum is committed to preservation of the historic record of the community. Access and quality programming based on that record is offered through this assistance of trained, professional staff.

# **TROY PUBLIC LIBRARY/MUSEUM**

## **MISSION STATEMENT**

The vision is that the community will view the Library and Museum as exemplary models for the delivery of "quality of life" services. The mission is to create meaningful opportunities for lifelong learning and personal enrichment that anticipate and excel in meeting the needs and expectations of the Troy community.

The Library and Museum work through their mission by:

- Focusing on its patrons
- Providing access to information in a variety of formats
- Providing access to ideas, insights, and materials that inspire
- Providing access to resources that encourage curiosity, imagination, and creativity
- Providing guidance in the identification and use of appropriate materials
- Providing a welcoming and culturally stimulating setting in which the community can interact with resources, a knowledgeable staff and each other
- Preserving cultural heritage through historically significant structures, artifacts, and materials

The Library and Museum value:

- The delivery of quality-based services and educational programs finding solutions which lead to patron satisfaction
- A forward thinking staff
- A proactive organizational management environment which promotes partnerships (teams), application of technology, integrity-based solutions, and the customer service model of delivery
- Personal traits of honesty, courtesy, responsiveness, ethical behavior, fairness, personal responsibility, commitment, cooperation, accessibility, excellence, accuracy and reliability

The Library cooperates with other libraries and library agencies to provide greater access to materials. By participating in on-site reciprocal borrowing agreements and the inter-library loan program, the Troy Public Library expands accessibility to information and resources in a variety of formats for the library user.

Technology provides for access to locally developed and worldwide databases of information. The Library strives to stay on the leading edge of electronic information retrieval. Dial-up access from business and home computers allows for convenient access to the Library's resources and services.

The Library Advisory Board and the Friends of the Troy Public Library act as liaisons with the community and promote the use of the library. The Friends also, through fundraising efforts, provide for service development and enhancements.

The Historical Commission, Historical Society, and Museum Guild act as liaisons with the community and promote the use of the Museum. The Society and Guild also, through fundraising efforts, provide for service development and enhancements.

The Troy Public Library fosters and promotes the value of reading, continuing self-education, and personal development by making available the world's ever-expanding bank of knowledge, information and the arts to residents and those associated with Troy.

The Troy Museum creates a hands-on learning experience designed to provide lifelong learning opportunities focused on Troy Community heritage. The Museum preserves cultural heritage through physical structures, collection of artifacts, and archival materials.

## 2003/04 PERFORMANCE OBJECTIVES

### LIBRARY

1. To aggressively develop a Foreign Language/International Collection of materials. (G&O#3)
2. To provide a comprehensive program of library-use and database/Internet classes for the public. (G&O#3)
3. To identify grant sources for arts and cultural programming. (G&O#1)
4. To further develop a comprehensive in-house training program for staff (Library Academy). (G&O#1,3,7)
5. To aggressively develop services to teens. (G&O#3)

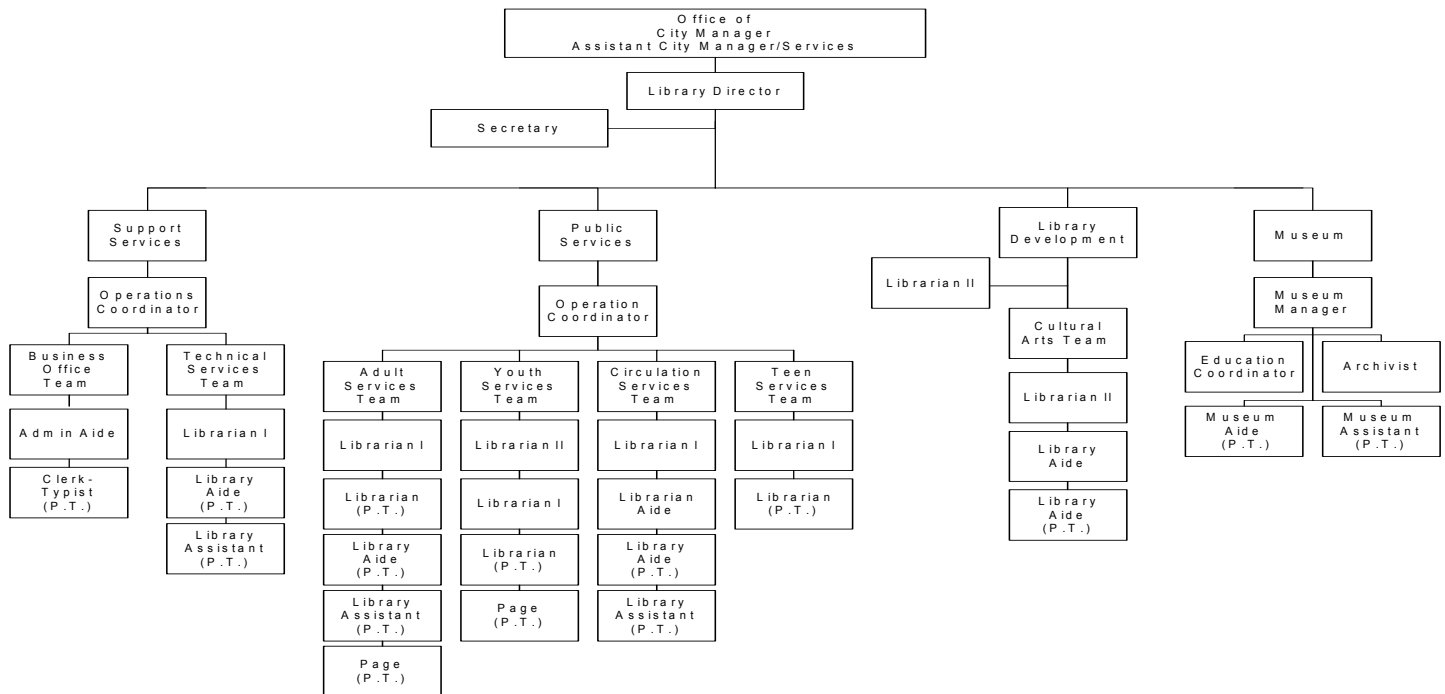
### MUSEUM

1. To complete the move and restoration of the Old Troy Methodist Church and Parsonage. (G&O#4)
2. To begin implementation of the Physical Maintenance and Conservation Master Plan. (G&O#4)
3. To accession, organize, digitize, and store properly the print archive. (G&O#3)
4. To design, develop, and implement additional family-oriented programming. (G&O#3)

PERFORMANCE INDICATORS	2001/02 Actual		2002/03 Projected		2002/03 Budget		2003/04 Budget	
	Lib.	Mus.	Lib.	Mus.	Lib.	Mus.	Lib.	Mus.
% Satisfied/highly satisfied with service provided	99%	100%	95%	95%	95%	95%	95%	95%
% Satisfied/highly satisfied with programming	99%	100%	95%	95%	95%	95%	95%	95%
% Satisfied/highly satisfied with access to information	97%	100%	90%	95%	90%	95%	90%	95%
% Satisfied/highly satisfied with staff	99%	100%	95%	95%	95%	95%	95%	95%
% Satisfied/highly satisfied with the facility	94%	100%	85%	95%	85%	95%	85%	85%
% Satisfied/highly satisfied with the collection	96%	100%	85%	95%	85%	95%	85%	95%

# TROY PUBLIC LIBRARY/MUSEUM

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
<b>Library:</b>			
Library Director	1	1	1
Operations Coordinator	2	2	2
Librarian II	3	3	3
Librarian I	10	10	10
Librarian (Part Time)	12	15	15
Administrative Aide	1	1	1
Library Aide	2	2	2
Library Aide (Part Time)	10	10	11
Secretary	1	1	1
Clerk-Typist (Part Time)	1	1	1
Library Assistant (Part Time)	21	28	35
Page (Part Time)	22	31	24
<b>TOTAL DEPARTMENT - LIBRARY</b>	<b>86</b>	<b>105</b>	<b>106</b>
<b>Museum:</b>			
Museum Manager	1	1	1
Education Coordinator	1	1	1
Archivist	1	1	1
Museum Aide (Part Time)	3	3	3
Museum Assistant (Part Time)	1	1	2
Page (Part Time)	0	1	0
<b>TOTAL DEPARTMENT - MUSEUM</b>	<b>7</b>	<b>8</b>	<b>8</b>

**TROY PUBLIC LIBRARY/MUSEUM**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**LIBRARY**

POSTAGE: The increase is based on actual expenditures for the past two years reflecting the growth in overdue notice mailing.

BUILDING MAINTENANCE SUPPLIES: The increase is based on actual expenditures for the past two years reflecting increased patron visits to the Library.

COMPUTER SERVICES: The addition of new computers and an increase in the software maintenance for the shared Library automation system through the Suburban Library Cooperative.

MEMBERSHIP AND DUES: The addition of Innovations Group membership

BOOKS: An increase of funds to further develop the International Language Collection and the Teen Collection.

OPERATING SUPPLIES:

All operating capital (audio/visual material, magazine subscriptions and books) has been reclassified to Operating Supplies.

**MUSEUM**

PHOTOGRAPHIC SUPPLIES: The Increase is based on the priority of organizing and archiving the photograph collection.

ADMINISTRATIVE AND PROFESSIONAL SERVICES: No funds requested. The Physical Maintenance and Conservation Plan is completed, and the Specifications for next year's proposed projects are written.

COMPUTER SERVICE: The addition of one new computer

BUILDING MAINTENANCE SERVICES, CUSTODIAL SERVICES, ELECTRICITY AND HEAT: The increases are due to the added square footage of the church and parsonage.





**CITY BUILDINGS**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
City Hall	\$733,230	\$ 771,419	\$ 814,460	\$ 832,890	\$1,093,410	31.3%
District Court	208,184	193,939	202,030	205,160	216,060	5.3
Police/Fire Training Center	0	36,083	101,530	104,610	111,570	6.7
<b>TOTAL DEPARTMENT</b>	<b>\$941,414</b>	<b>\$1,001,441</b>	<b>\$1,118,020</b>	<b>\$1,142,660</b>	<b>\$1,421,040</b>	<b>24.4%</b>
Personal Services	\$ 0	\$ 10	\$ 2,780	\$ 5,560	\$ 4,260	-23.4%
Supplies	8,325	15,987	17,600	21,900	18,900	-13.7
Other Services/Charges	933,089	985,444	1,097,640	1,115,200	1,397,880	25.3
Capital Outlay	0	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$941,414</b>	<b>\$1,001,441</b>	<b>\$1,118,020</b>	<b>\$1,142,660</b>	<b>\$1,421,040</b>	<b>24.4%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Part Time</b>	<b>Full Time</b>
City Hall							*	*
<b>TOTAL DEPARTMENT</b>							*	*

\* See Building Maintenance Fund (Internal Service Fund)



# **PLANNING DEPARTMENT**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATION**

- Prepares and Administers Department Budget
- Acts as City's representative and expert witness in litigation related to zoning and condemnation
- Acts as City's alternate delegate to SEMCOG General Assembly
- Member of SEMCOG Data Center Advisory Council
- Liaison to Downtown Development Authority
- Liaison with developers of new residential, commercial, and industrial developments
- Liaison to Census Bureau
- Prepares agendas and provides technical support to the City Planning Commission

### **APPLICATION AND REVIEW PROCESS**

- Provides information regarding application procedures, processes, and requirements
- Reviews site plan applications for compliance with City ordinances and regulations
- Reviews special use requests for compliance with City ordinances and regulations
- Reviews subdivision plat and site condominium applications for compliance with City ordinances and regulations
- Reviews rezoning applications for compliance with future land use plan and provide recommendations
- Reviews zoning ordinance text amendment applications and provide recommendations
- Reviews street opening and vacation requests for compliance with City ordinances and regulations
- Provides design assistance to developers and City staff
- Reviews planned unit development applications for compliance with City ordinances, regulations, and high quality urban design
- Conducts site plan compliance Inspections prior to issuance of certificates of occupancy

### **PLANNING, ZONING AND LAND USE**

- Provides information regarding the City zoning ordinance and subdivision regulations
- Provides information regarding planning, land use and zoning issues
- Prepares and maintains existing land use maps
- Prepares and maintains property inventory database and corresponding maps
- Prepares and maintains residential development map and lists
- Prepares and Maintains Master Subdivision Map and Lists
- Prepares and maintains zoning districts map
- Prepares and maintains local area plans
- Works with the Planning Commission to prepare and maintain the future land use plan including the:
  - Future Land Use Plan Text Document
  - Future Land Use Plan Map
  - Transportation Plan Map
  - Natural Features Map

**PLANNING DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

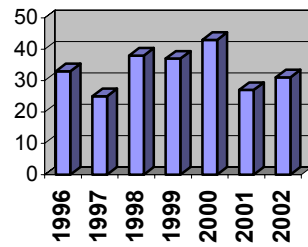
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Planning	\$432,152	\$415,625	\$485,990	\$503,630	\$507,030	.7%
Planning Commission	17,837	19,039	23,940	23,580	32,700	38.7
Board of Zoning Appeals	8,833	9,063	8,660	10,520	9,450	-10.2
<b>TOTAL DEPARTMENT</b>	<b>\$458,822</b>	<b>\$443,727</b>	<b>\$518,590</b>	<b>\$537,730</b>	<b>\$549,180</b>	<b>2.1%</b>
Personal Services	\$416,609	\$383,119	\$444,470	\$463,320	\$471,960	1.9%
Supplies	5,575	7,172	15,900	15,550	11,500	-26.0
Other Services/Charges	35,378	53,436	58,220	58,860	65,720	11.7
Capital Outlay	1,260	0	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$458,822</b>	<b>\$443,737</b>	<b>\$518,590</b>	<b>\$537,730</b>	<b>\$549,180</b>	<b>2.1%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Planning Department	5	0	5	0	5	0	5	0
<b>TOTAL DEPARTMENT</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>

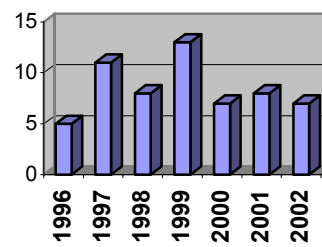
# PLANNING DEPARTMENT

## KEY DEPARTMENTAL TRENDS

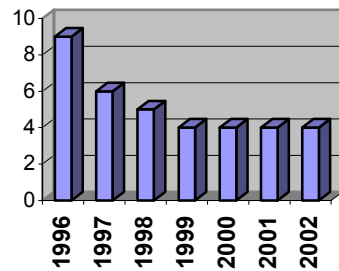
**SITE PLAN REVIEWS**



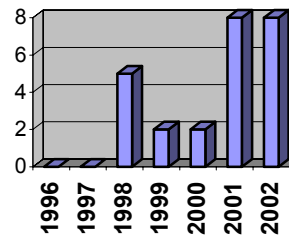
**SPECIAL USE REQUESTS**



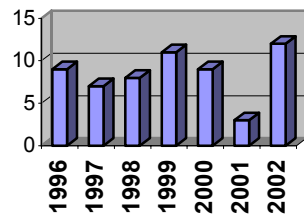
**SUBDIVISION REVIEWS**



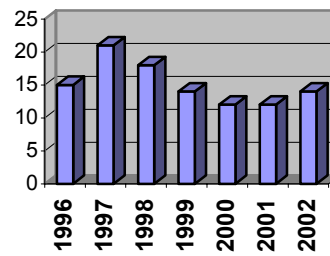
**SITE CONDOMINIUM  
REVIEWS**



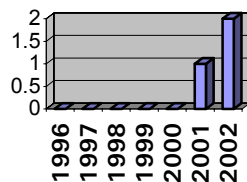
**ZONING ORDINANCE TEXT  
AMENDMENTS**



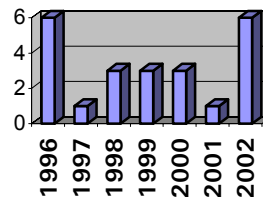
**REZONING REQUESTS**



**PLANNED UNIT  
DEVELOPMENTS**



**STREET VACATION  
REQUESTS**



## **PLANNING DEPARTMENT**

### **SERVICE AND MISSION STATEMENTS**

#### **SERVICE STATEMENT:**

Many organizations and individuals, including SEMCOG, the Census Bureau, Oakland County, Troy Schools and the Troy Chamber of Commerce, seek data resources contained within the Planning Department. In a continuing effort to upgrade the quality and usability of our data resources, efforts continued to update Zoning and Land Use Data resources. The staff also continued their functions as the City's liaison to the Census 2010 activities.

Efforts are continuing to make the transition from manual maps to computer-generated maps. Planning Department staff coordinates with the Information Technology Department on the Geographic Information System and digital zoning map. The Department continues to provide mapping and graphic services for other City Departments, such as the Law Department, Assessing Department, and the Real Estate and Development Department.

#### **MISSION STATEMENT:**

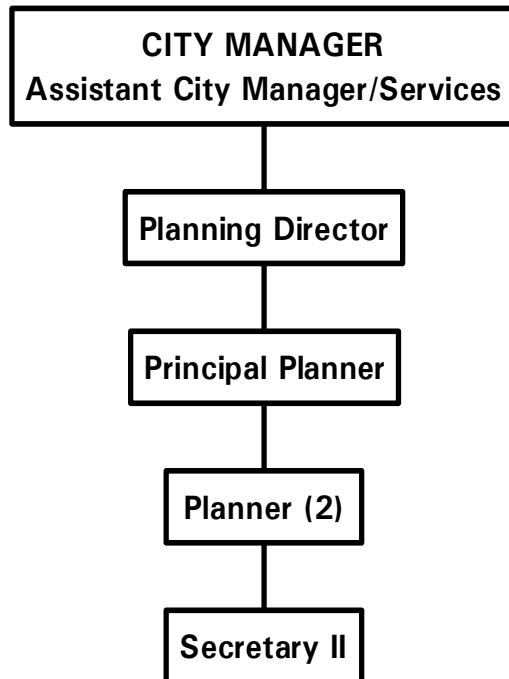
To assist the Community, through its City Council, City Planning Commission, other related official bodies and citizens groups, citizens at large, and the City staff, in the creation and implementation of the City's plans development and redevelopment.

**PLANNING DEPARTMENT**  
**2003/04 PERFORMANCE OBJECTIVES**

1. Update the Zoning Ordinance. (G&O#6)
2. Work with related departments on the development of a Geographic Information System, including a digital zoning map. (G&O#5)
3. Work with related departments to develop alternative environmental protection ordinances. (G&O#6)
4. Work with planning consultant to develop creative land use controls. (G&O#2,5,6)

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Site Plan Reviews	31	40	25	40
Special Use Requests	7	10	10	10
Subdivision Reviews	4	5	10	8
Site Condominium Reviews	8	10	10	10
Rezoning Request	14	12	12	12
Zoning Ordinance Text Amendments	12	10	10	10
Planned Unit Developments	2	5	N/A	5
Street Vacation Requests	6	5	N/A	5

**PLANNING DEPARTMENT**  
**ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Planning Director	1	1	1
Principal Planner	1	1	1
Planner	2	2	2
Secretary II	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>5</b>	<b>5</b>	<b>5</b>



**PLANNING DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT CHANGES –  
2003/04 BUDGET  
COMPARED TO 2002/03 BUDGET**

**PLANNING DEPARTMENT**

**PERSONAL SERVICES:**

The personnel allocation for the Planning Department will not be changed in the 2003/04 year. The department totals reflect the use of a car in the budget, to conduct Site Plan Compliance Inspections. These totals also reflect normal labor and fringe benefit cost increases.

**PLANNING COMMISSION**

**PERSONAL SERVICES:**

The Planning Commission's Personal Services account covers the cost of secretarial services to the Planning Commission, not only in relation to attending and taking minutes at their meetings, but also in relation to the time spent in preparation of Planning Commission agendas and minutes, and other Commission support activities. The Planning Commission has scheduled an additional monthly meeting increasing necessary staff support.

**EDUCATION AND TRAINING:**

For many years, in conjunction with their membership in the Michigan Society of Planning (MSP), a Chapter of the American Planning Association, the Planning Commission members have had the opportunity to attend the Annual State-wide Conference of that organization. Five to six Commission members typically attend that conference. Planning Commission members also attend training and workshop sessions provided by MSP and other organizations.



# **REAL ESTATE AND DEVELOPMENT**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATIVE SERVICES**

- Prepares and administers department budget.
- Recommends and implements policies for all City real estate, right of way and economic development activities.
- Liaisons with property owners, business owners and organizations, developers, lending institutions, utility companies, other City departments, and other governmental agencies.
- Coordinates staff education and training.
- Acquires materials, equipment and supplies.

### **REAL ESTATE SERVICES**

- Appraisal and negotiations for acquisition of City real estate and ROW activities.
- Sell, lease, license land and public property.
- Coordinate vacations and abandonment of City land no longer needed.
- Assist in relocating businesses and residences acquired as part of a City project.
- Provide real estate support services to public, other City departments, utility companies and public agencies.
- Assist in litigation process as necessary.
- Maintain City-owned property records.
- Research and assure clear title to City-owned property and rights.
- Real Estate Asset Management.

### **ECONOMIC DEVELOPMENT**

- Direct overall economic development effort of the City; create new development tools; encourage and support appropriate sustainable private sector developments.
- Staff support for the Downtown Development and Brownfield Redevelopment Authorities.
- Direct redevelopment efforts; targeting on the Maple Road corridor including the Troy Motor Mall on Maplelawn and the Stanley Door property.
- Work with the County to improve the Oakland/Troy Executive Airport, including widening of Industrial ROW.
- Continue development of the Transit Center.
- Keep informed and work with businesses on steps and time required to obtain approval of future projects.
- Coordinate City efforts with Troy Chamber of Commerce.
- Provide information and assistance to businesses for expanding or relocating to the City.
- Maintain contact with local businesses and industries through personal visits.
- Coordinate economic development services with other City, county and state agencies and organizations.

**REAL ESTATE AND DEVELOPMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Real Estate and Development	\$494,124	\$534,130	\$561,940	\$559,030	\$585,460	4.7%
<b>TOTAL DEPARTMENT</b>	<b>\$494,124</b>	<b>\$534,130</b>	<b>\$561,940</b>	<b>\$559,030</b>	<b>\$585,460</b>	<b>4.7%</b>
Personal Services	\$437,014	\$479,827	\$488,700	\$485,080	\$515,080	6.2%
Supplies	3,327	4,844	5,150	5,770	7,260	25.8
Other Services/Charges	52,127	47,556	68,090	68,180	63,120	-7.4
Capital Outlay	1,656	1,903	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$494,124</b>	<b>\$534,130</b>	<b>\$561,940</b>	<b>\$559,030</b>	<b>\$585,460</b>	<b>4.7%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Real Estate and Development	5	0	5	1	5	1	5	1
<b>TOTAL DEPARTMENT</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>

## **REAL ESTATE AND DEVELOPMENT**

### **SERVICE STATEMENT**

The Real Estate Service consists of the following areas: acquisition, relocation assistance, property management, disposal of excess properties, title protection and investigation, and asset management.

The "Acquisition" area provides for the acquisition of all types of real estate interests needed by City agencies and for City-funded projects from ROW to open space and parkland. The acquisition staff provides the following services: public relations contacts with property owners whose property is being purchased; liaison between the owners and City staff; recommendations on locations and scheduling projects; compliance with state and federal acquisition requirements; obtains and reviews fee appraisals, title reports and environmental assessments for the properties; establishes a Fair Market Value for the property for the City's offer; negotiates the purchase of property; initiates and monitors condemnation activities in the event of litigation

"Relocation" requires compliance with relocation guidelines as stated by State and Federal agencies for City acquisitions involving any displacement of persons or businesses.

"Property Management" includes development of leases and licenses for private use of City properties; the monitoring of lease provisions, their modification and renewal.

"Disposal of Excess Properties" returns excess real and personal properties to private use or makes them available for use by other City departments; coordinates review of vacation/abandonment of streets and easements and coordinates and processes the sale of remnant parcels to Remnant Parcel Guidelines.

"Title Protection and Investigation" involves the investigation of property rights dedicated and conveyed to the City; right of way encroachments; resolving title conflicts; and providing information and guidance to other departments and the public. The staff conducts research and takes necessary action to assure that unencumbered title is received.

The "Asset Management" area involves conducting a complete inventory of all City owned property and determine future use or sale of properties. Inventory all detention facilities.

The Economic Development Service is responsible for helping promote the economic development of the City of Troy, with primary emphasis on nurturing the growth of private business while assuring the growth continues to foster a livable community with sustainable economic activities.

The service involves the following: 1) provides information and assistance for business expansion and relocation in the City, including the coordination of public assistance tools; 2) reviews and simplifies the procedures necessary to obtain required approvals for their expansion and/or relocation; 3) informs business of the steps and time required to obtain necessary approvals, and advises them of the process, hearings, and appearances required; 4) provides personal contact with numerous Troy firms each year and assists them in solving problems; 5) maintains contact with local businesses and industries through personal visits, contact with local business organizations and responses to requests for information (such contact is important to understanding local businesses' perceptions about the community and their plans for expansion or relocation); 6) provides the Troy Downtown Development Authority (TDDA) with staff support focused on development plans and implementation of the Civic Center project; 7) provides staff support for the Brownfield Redevelopment Authority and private sector use of this tool in redeveloping contaminated properties. Coordinates the City's economic development services with other City, county, and state organizations.

## **REAL ESTATE AND DEVELOPMENT**

### **MISSION STATEMENT**

The Real Estate and Development Department's mission is the creation of an environment that actively encourages business retention and growth through public and private sector collaboration.

Real Estate and Development is responsible for managing the real estate assets of the City through acquisition, sale, trade or maintenance, in a manner that exercises the fiduciary responsibility to citizens to make wise choices with City-owned land, and fosters appropriate private development.

The Real Estate and Development Department will lead the charge of developing a comprehensive economic strategy that:

- Develops a public balance sheet to weigh the community and social costs with the benefits of growth decisions.
- Uses fiscal impact analysis and financial cost/benefit analysis of development decisions.
- Maintains the diversity and economic balance of residential, industrial and commercial properties.
- Engages citizens in setting community values and goals to assure a high quality of livability and work environment in the City.

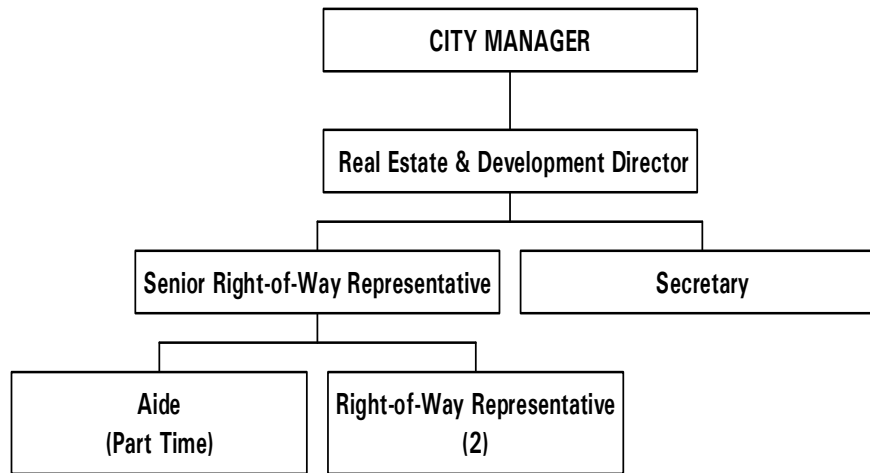
## **REAL ESTATE AND DEVELOPMENT**

### **2003/04 PERFORMANCE OBJECTIVES**

1. Acquire right-of-way for road widening on Dequindre, John R, Crooks, and Big Beaver Roads. (G&O#5)
2. Continue the acquisition of open space and parkland to expand City parks, and provide open space to enhance the livability of Troy, and improve water management flow in Section 11 (linear park north of Jaycee Park). (G&O#6)
3. Develop a five-year capital plan for the Downtown Development Authority. (G&O#2,7)
4. Complete new development plans for the Brownfield Redevelopment Authority. (G&O#2,6)
5. Continue right-of-way acquisitions for the Crooks/Long Lake interchange. (G&O#5)
6. Assist with the completion of large-scale projects, including the Civic Center and Sterling Bank. (G&O#2,7)
7. Determine "Smart Park" status of Big Beaver business park. (G&O#2)
8. Continue work on Transit Center. (G&O#2,5)
9. Improve the Troy/Oakland Executive Airport. (G&O#2)
10. Assist with improvement of major intersections, including Rochester/I-75, Big Beaver/I-75, and Adams and South Boulevard. (G&O#5)
11. Create new development tools (infill ordinance, transfer of development rights). (G&O#2,6)

# REAL ESTATE AND DEVELOPMENT

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Real Estate and Development Director	1	1	1
Secretary	1	1	1
Senior Right-of-Way Representative	1	1	1
Aide (Part Time)	1	1	1
Right-of-Way Representative	2	2	2
<b>TOTAL DEPARTMENT</b>	<b>6</b>	<b>6</b>	<b>6</b>



**REAL ESTATE AND DEVELOPMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**SUPPLIES:**

The 25.8 percent increase in Supplies results from reclassification of Real Estate and Development's share of microstation maintenance from Capital to Supplies.

**OTHER SERVICES/CHARGES:**

Consultant fees were reduced by \$5,000.



# PARKS AND RECREATION

## FUNCTIONAL ORGANIZATIONAL CHART

### ADMINISTRATION

- Conducts facility planning and development
- Works on intergovernmental projects
- Works on Capital improvement projects
- Grants
- Marketing
- Staff assignments
- Park planning and development
- Prepares and administers department budget
- Sponsorship and donations
- Scholarship and fee waiver for recreation programs and community center membership
- Liaison with Troy Daze Committee, Medigo, Boys & Girls Club, Troy Racquet Club

### NATURE CENTER

- Science-based nature education programs for school children
- Family and adult interpretive programs
- Maintains 2.5 miles of nature trails
- Manages 100 acres of wildlife
- Special events
- Award winning "Junior Naturalist" program
- Natural history trips
- Cattail Cove Gift shop supports the Nature Center and its programs
- Operates 8,183 sq. ft. interpretive Center with library, wildlife viewing, and new classrooms

### ATHLETICS

- Coordinates adult leagues
- Coordinates youth leagues
- Acts as liaison with Troy Youth Football, Troy Youth Soccer League, Troy Baseball Boosters programs
- Coordinates adult and youth instructional sport activities
- Coordinates athletic special events for youths and adults

### ENRICHMENT PROGRAMS

- Offers a wide variety of youth and adult enrichment programs
- Coordinates ski, arts/crafts, music, martial arts, computers, fitness, dance, etc.
- Offers special events for individuals and families

### SENIOR CITIZENS PROGRAMS

- Accredited by the National Council on Aging/National Institute of Senior Centers
- Offers social, enrichment, recreational sports and fitness activities
- Coordinates transportation services
- Offers nutrition program for homebound and walk-in hot meals

# PARKS AND RECREATION

## FUNCTIONAL ORGANIZATIONAL CHART, CONTINUED

### PRESCHOOL

- Provide full range preschool activities, including state licensed school, enrichment, and parent/tot
- Nationally accredited Safety Town program

### CAMPS

- Program a variety of day camps
- Offer Troy Sports Camps w/school district (21 different camps)
- Two drop-in camps offered: Robinwood Park and Roving Recreation Unit
- Summer Travel Adventure Camp
- Six weeks of traditional day camp
- Dance and performing arts camp offered
- Adaptive camp for persons with disabilities

### PARKS

- Maintain over 610 acres of active and passive park land
- Plant and maintain right-of-way trees
- Review landscape and tree preservation plans for commercial and residential development

### COMMUNITY CENTER

- More than 250,000 users
- Houses Parks and Recreation offices
- Allows community groups meeting space at no cost
- Allows community groups access to meeting rooms
- Allows residents use of gym, pools and fitness areas

### ADAPTIVE RECREATION

- Offers social, recreational, athletic and fitness activities for persons with disabilities
- Provides additional programs and special events in cooperative arrangements with Special Olympics, Oakland County Parks and Recreation, Northwest Therapeutic Recreation, Troy Ability Soccer League, Association for Retarded Citizens, and Italian Study Group of Troy

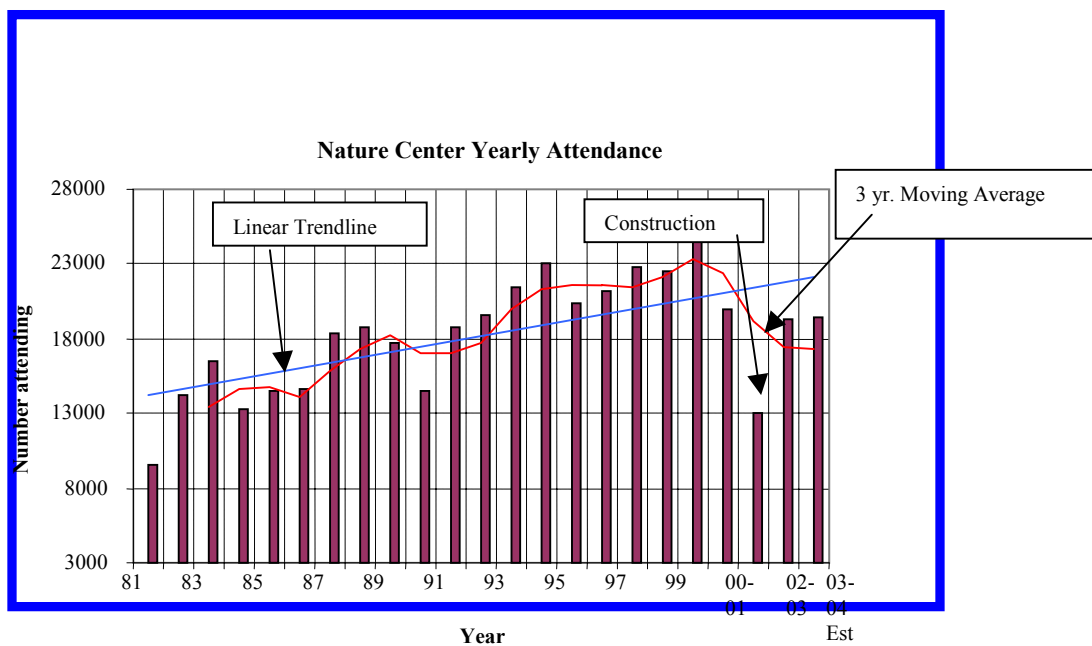
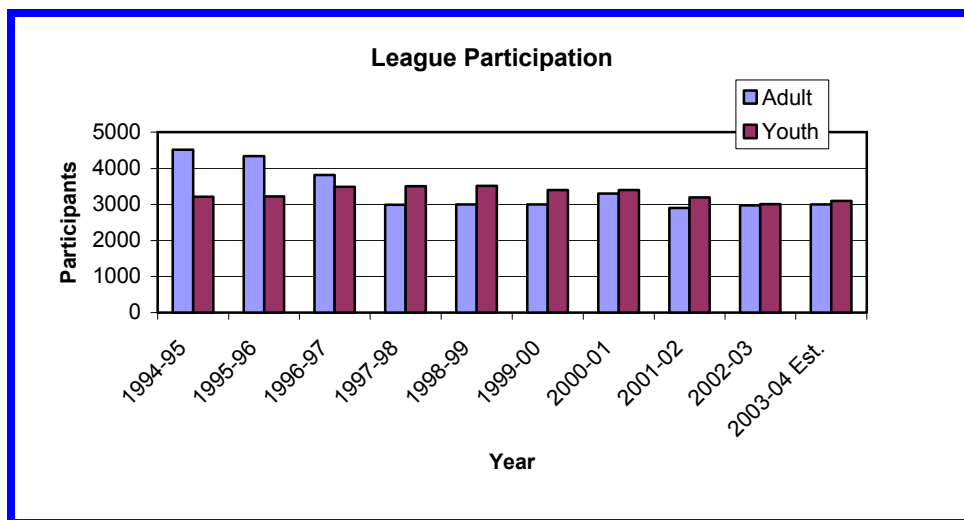
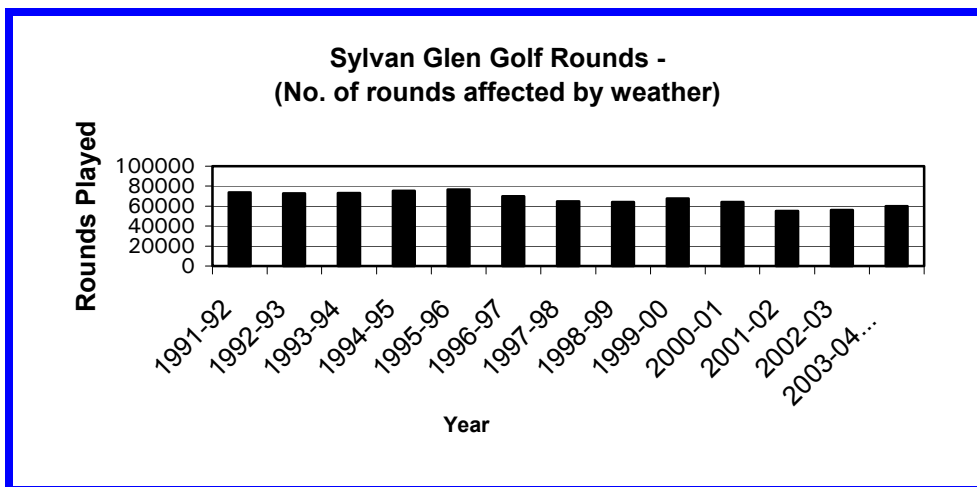
**AQUATIC DIVISION AND SYLVAN GLEN GOLF COURSE ARE SHOWN UNDER ENTERPRISE FUNDS SECTION OF BUDGET**

**PARKS AND RECREATION**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Cemetery	\$28,143	\$51,927	\$50,350	\$50,130	\$53,540	6.8%
Administration	1,029,603	1,203,139	1,217,820	1,053,750	1,129,480	7.2
Athletic Field Maint.	203,947	213,094	262,070	320,500	269,620	-15.9
Community Center	770,805	1,110,251	1,865,190	2,206,700	2,284,580	3.5
City Grounds	229,477	271,975	312,460	400,810	308,510	-23.0
Local Tree Maint.	218,685	334,127	350,590	304,530	362,870	19.2
Park Maintenance	1,236,692	1,299,835	1,417,653	1,578,500	1,565,220	-.8
Major Tree Maint.	39,044	15,251	22,360	47,550	23,910	-49.7
Street Island Maint.	298,145	378,765	515,480	485,440	504,550	3.9
Summer Program	666,448	668,406	718,490	731,430	751,430	2.7
Winter Program	626,924	635,590	591,840	609,980	657,230	7.7
<b>TOTAL DEPARTMENT</b>	<b>5,347,913</b>	<b>\$6,182,360</b>	<b>\$7,324,303</b>	<b>\$7,789,320</b>	<b>\$7,910,940</b>	<b>1.6%</b>
Personal Services	\$2,492,316	\$3,002,685	\$3,534,408	\$3,827,600	\$3,832,280	.1%
Supplies	408,790	439,351	516,785	516,260	543,720	5.3
Other Services/Charges	2,426,066	2,712,899	3,262,110	3,409,460	3,534,940	3.7
Capital Outlay	20,741	27,425	11,000	36,000	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$5,347,913</b>	<b>\$6,182,360</b>	<b>\$7,324,303</b>	<b>\$7,789,320</b>	<b>\$7,910,940</b>	<b>1.6%</b>

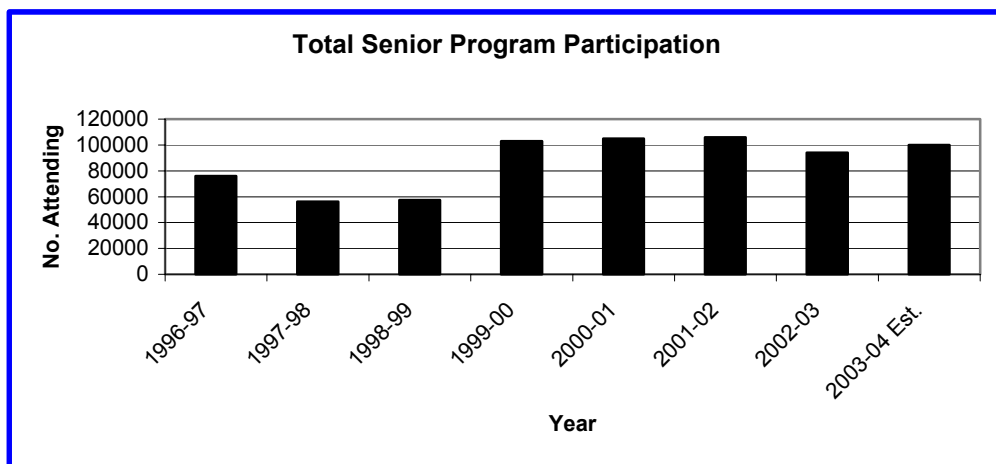
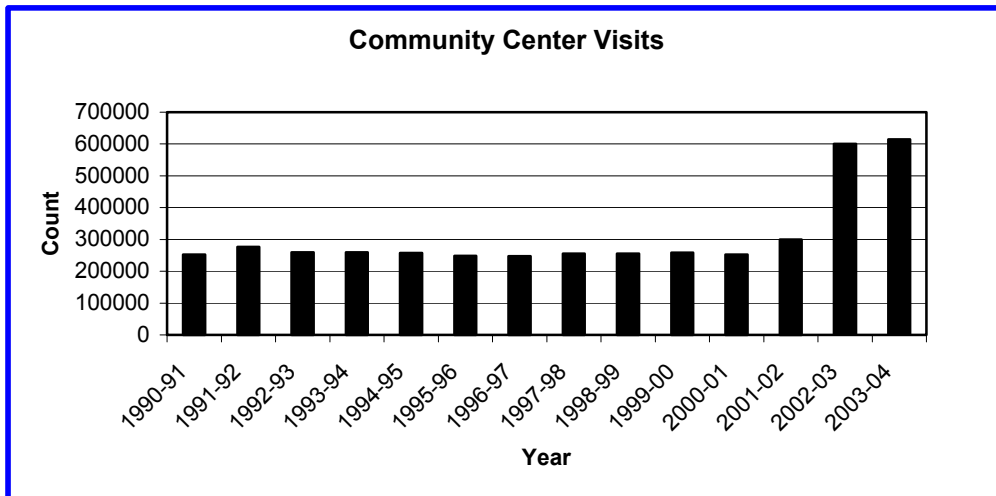
<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Parks & Recreation	34	20	32	43	35	116	35	128
<b>TOTAL DEPARTMENT</b>	<b>34</b>	<b>20</b>	<b>32</b>	<b>43</b>	<b>35</b>	<b>116</b>	<b>35</b>	<b>128</b>

## PARKS AND RECREATION KEY DEPARTMENTAL TRENDS



# PARKS AND RECREATION

## KEY DEPARTMENTAL TRENDS, CONTINUED



## **PARKS AND RECREATION**

### **SERVICE STATEMENT**

A variety of activities are offered and facilities operated for the leisure pursuit of all residents. Instructional, athletic, fitness, special events, park operations, senior citizen, adaptive, golf and special facilities are some of the services offered by the Parks and Recreation Department.

Instructional programs include downhill ski, hunter safety, dance, arts & crafts, tennis, golf, preschool, computers, and skating. These classes provide a balance between work and play, an outlet for relaxation and build self-esteem.

Athletic leagues are offered for both youth and adults. Leagues include soccer, basketball, golf, lacrosse, volleyball, floor hockey, tee ball and softball. Adults and youth have the opportunity to learn new skills, connect with others and enhance ethnic harmony.

The Nature Center offers 22 different school programs, 50-60 public programs and nature trails for the enjoyment of residents. Educational and recreational pursuits center around the 100 acres of land and the natural communities found there. Programs like bird hikes, botany classes, weather, wildflowers, maple syruping and Michigan wildlife are just a sample of the services provided.

Senior citizen programs include sports and fitness, travel, transportation, creative arts, computers and other enrichment programs. Senior citizens in our community are looking for opportunities to maintain vitality, develop personal interests, and find others who share their interests. The Parks and Recreation Department strives to meet these needs and enhance the quality of life through these programs and services.

Special events are offered throughout the year for residents. Summer Concerts, Egg Scramble, Family Festival, Daddy-Daughter Night, Punt, Pass and Kick as well as others are some of the special events offered. These events are offered to foster a sense of community, increase family activity, are low cost or free and close to home.

Providing and preserving parks and open space enhances the desirability of the city and contributes to the safety and health of residents. Over 610 acres of parkland are maintained by staff. Parks and open space preserve wildlife, protect the ecosystem, reduce pollution, and provide clean air and water.

The programs offered and facilities developed and operated by the Parks and Recreation Department have value and benefits which impact the individual, community, environment and economic viability of the City. Parks and Recreation programs build a sense of community, reduce crime and substance abuse, promote ethnic and cultural harmony, provide support for youth and social bonding, and offer lifelines for the elderly.



## **PARKS AND RECREATION**

### **MISSION STATEMENT**

It is the mission of the Parks and Recreation Department to enhance the quality of life with leisure opportunities for residents and businesses by providing recreation programs, facilities, parks and related services. The Department promotes a healthy lifestyle for all age groups, regardless of physical abilities, and enriches cultural and natural resources through community interpretive programs.

The Parks and Recreation department is committed to providing a responsive, distinctive, effective department with high quality comprehensive programs, parks, facilities and open space.

Department staff is guided by the following operating principles:

#### Service

Responsive  
Compassionate  
Efficient  
Prompt  
Courteous

#### Accountability

Fiscally responsible  
Effective use of resources  
Accurate

#### Communication

Cooperative  
Forthright/Receptive  
Sincere

#### Professionalism

Integrity  
Excellence  
Honesty  
Innovative  
Progressive

Park land, open space, natural and cultural features have become increasingly important to the community. An objective of the Department is to acquire, educate and/or protect these valuable community features and facilities for present and future residents.

The department offers competitive sports leagues for both adults and youth. Other athletic activities are offered by non-profit organizations in cooperation with the Parks and Recreation Department; facilities and fields are maintained by the Parks Division for use by these organizations. Among the organizations that offer such programs are: Troy Youth Football, Troy Youth Soccer League and Troy Baseball Boosters.

In addition to the programs offered, the City maintains many parks and facilities. Over 610 acres of parkland are owned and maintained. Parks range in size from the 200-acre Flynn Park, to the 3-acre Redwood Park. Five special use facilities are operated by department staff. These facilities are the Lloyd Stage Nature Center, Farm, Community Center, Family Aquatic Center, and Sylvan Glen Golf Course.

**PARKS AND RECREATION**  
**2003/04 PERFORMANCE OBJECTIVES**

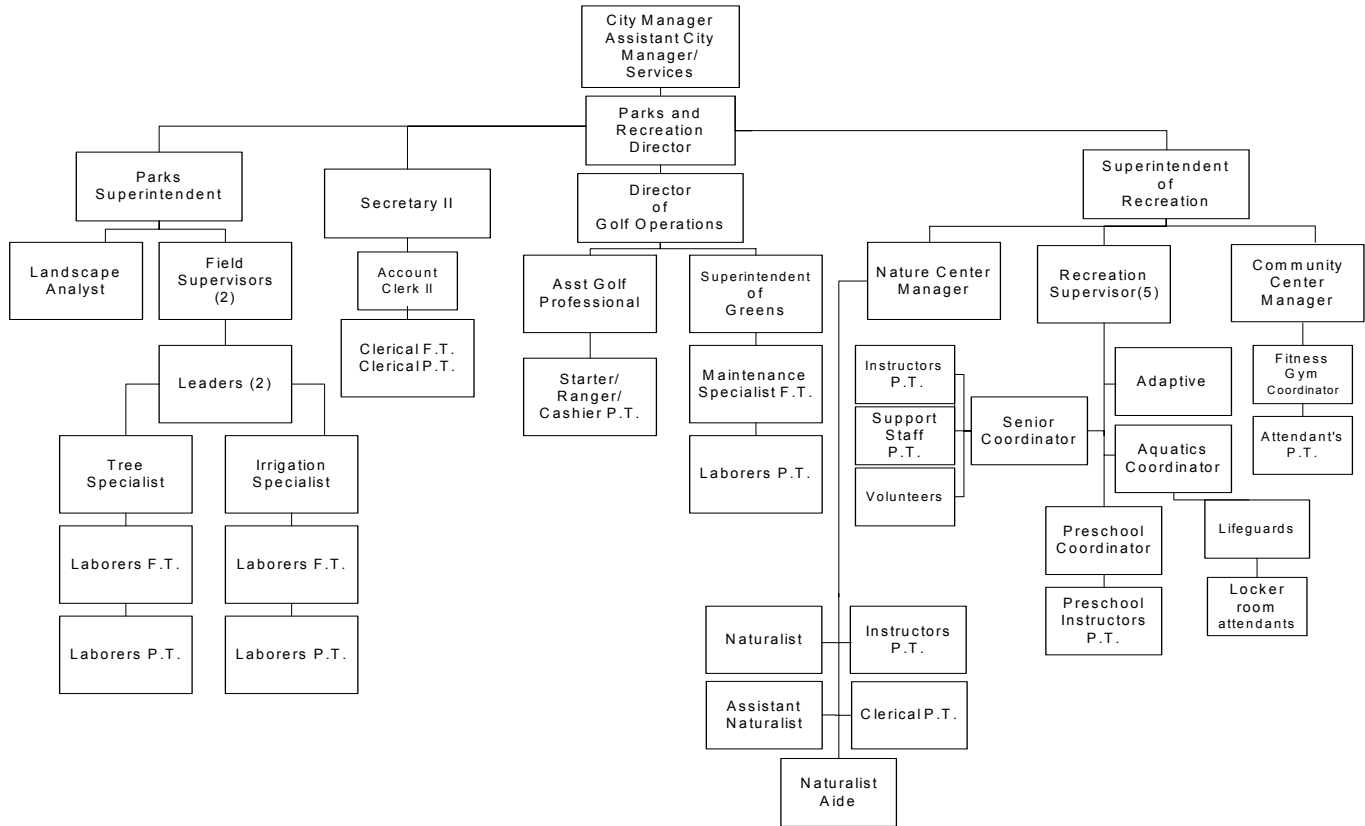
1. Complete landscaping and parking at Nature Center. (G&O#4,6)
2. Continue Sylvan Glen park improvements. (G&O#4,6)
3. Develop exhibits for Nature Center. (G&O#3,4,6)
4. Develop a marketing plan for the department. (G&O#3)
5. Begin development of new land acquisition. (G&O#4,6)
6. Continue development of pathways in Raintree and Jaycee Parks. (G&O#4,5,6)
7. Open driving range of new golf course in Section 1. (G&O#1,4)

PERFORMANCE INDICATORS	2001/02	2002/03	2002/03	2003/04
	Actual	Projected	Budget	Budget
Nature Center Group Attendance	8,237	8,239	7,100	8,400
Nature Center Weekday Attendance	3,447	3,700	2,900	3,950
Nature Center Weekend Attendance	3,318	3,525	2,950	3,750
Nature Center Program Attendance	3,176	3,200	3,200	3,300
Senior Program Attendance	106,000	94,000	110,000	100,000
Special Event Attendance	6,200	6,200	7,200	6,300
Sports Camps	2,800	2,800	3,000	2,900
Safety Town	223	225	225	225
Troy Daze Community Festival (man hours)	*441	1,350	1,450	1,450
ROW Trees Trimmed	3,000	3,200	3,200	3,200
ROW Trees Planted	600	750	750	750
Mowing/Trimming (man hours)	7,200	6,200	7,200	7,200
Ball Diamond Maintenance (man hours)	3,600	3,400	3,500	3,500
Soccer/Football Field Maintenance (man hours)	2,450	2,500	2,650	2,600
Snow/Ice Control (man hours)	**750	1,250	1,900	1,800
Community Center Fitness Room Attendance	N/A	85,000	N/A	92,000
Community Center Gym Attendance	N/A	2,200	N/A	2,500
Community Center Pool Attendance	N/A	50,000	N/A	53,000

\* Troy Daze 2001 canceled

# PARKS AND RECREATION

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Parks & Recreation Director	1	1	1
Superintendent of Recreation	1	1	1
Parks Superintendent	1	1	1
Landscape Analyst	1	1	1
Nature Center Manager	1	1	1
Community Center Manager	1	1	1
Recreation Supervisor	5	5	5
Field Supervisor	2	2	2
Secretary II	1	1	1
Naturalist	1	1	1
Assistant Naturalist	1	1	1
Leader	2	2	2
Irrigation Specialist	1	1	1
Tree Specialist	4	4	4
Laborer	6	6	6
Clerk Typist	3	4	3
Clerk Typist (Part Time)	1	3	3
Account Clerk II	0	0	1
Preschool Coordinator (Part Time)	1	1	1
Senior Coordinator (Part Time)	1	1	1
Naturalist Aide (Part Time)	1	1	1
Attendants (Part Time)	8	16	30
Custodial/Laborer (Part Time)	0	1	1
Aquatics Coordinator	0	1	1
Fitness/Gym Coordinator	0	1	1
N.C. Instructor (Part Time)	6	6	6
Locker Room Attendant (Part Time)	10	10	8
Lifeguards (Part Time)	15	77	77
<b>TOTAL DEPARTMENT</b>	<b>75</b>	<b>151</b>	<b>163</b>

**PARKS AND RECREATION**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

Increased costs are projected for the Personal Services budget due to wage increases and the addition of staff in the Community Center, winter/summer recreation programs and the Nature Center operation.

**COMMUNITY CENTER:**

This account shows a slight increase due to the opening and operation of Phase II of the facility.

**STREET ISLAND:**

Street Island accounts reflect consistent spending.

**ATHLETIC FIELD MAINTENANCE:**

Athletic Field Maintenance, Civic Center Maintenance and Special Events decrease reflects recent past history actuals.

**PARKS MAINTENANCE:**

Reflects money for insect control to battle West Nile Virus and personal services past history.

**CAPITAL PROJECTS:**

A decrease in capital projects is proposed, though park development is proposed for new acquisitions.

**PARKS GARAGE:**

Shows decrease even though additional building is maintained.

**LOCAL TREE MAINTENANCE:**

Shows increase due to recent past history.

# **POLICE DEPARTMENT**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATION**

- Prepares and administers the department's budget
- Coordinates and administers grants
- Directs the planning, organization, coordination and review of department operations
- Establishes, evaluates and reports on department goals
- Conducts internal and pre-employment investigations
- Develops, implements and evaluates department policies and procedures
- Works with the City Manager and city department heads on city plans and projects
- Liaisons with law enforcement and community groups

### **INVESTIGATIONS DIVISION**

- Investigates reported crimes and suspected criminal activity
- Conducts undercover investigations and criminal surveillances
- Gathers, collates, and disseminates information regarding criminal activity
- Administers criminal and narcotics forfeiture actions
- Provides specialized narcotics trafficking, auto theft and arson investigation
- Liaisons with other law enforcement agencies
- Conducts investigations relative to child welfare
- Provides liaison services to the Troy School District
- Liaisons with local, state and federal prosecutors and courts

### **SUPPORT SERVICES DIVISION**

- Public Safety Answering Point-dispatches all calls for emergency service
- Develops, schedules and presents department training
- Maintains records, processes FOIA, permit and license requests
- Stores, secures and disposes of all property
- Houses and transports prisoners
- Manages impounded vehicles
- Coordinates and maintains management information systems, conducts research/planning
- Provides for control and care of animals
- Implements crime prevention programs
- Facilitates problem solving projects
- Disseminates media information

### **PATROL DIVISION**

- Establishes working relationships with people in the community to facilitate quality policing and problem solving
- Operates motor, foot and bicycle patrol by uniformed and plain clothes officers for the general maintenance of law and order
- Provides immediate response to emergency situations and provides specialized law enforcement response to tactical situations
- Conducts preliminary investigation of crimes, enforcement of local ordinances, state law and any other law applicable and in force within the city
- Traffic law enforcement, investigation of traffic crashes, traffic education programs, respond to complaints of neighborhood traffic problems and coordination of school crossing guards

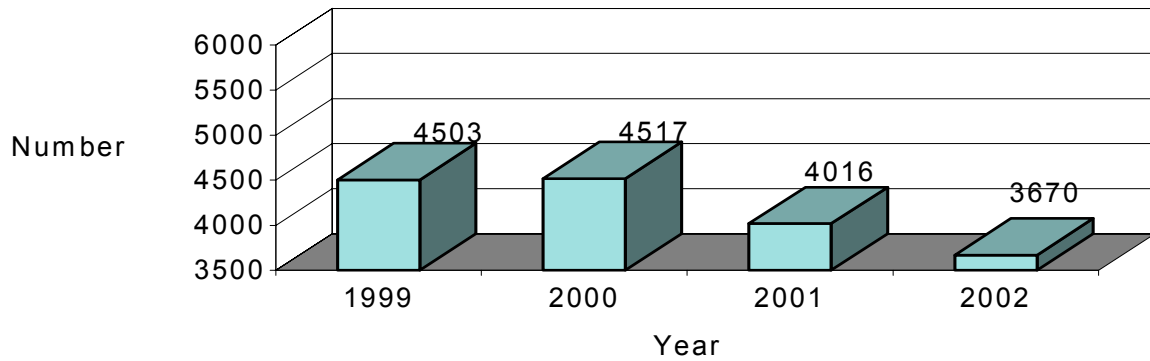
**POLICE DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Administration	\$1,222,545	\$1,264,737	\$1,348,940	\$1,325,790	\$1,377,100	3.9%
Investigations	3,192,155	3,295,202	3,368,820	3,422,550	3,489,020	1.9
Patrol	9,298,428	9,646,175	10,131,670	10,247,360	10,872,820	6.1
Support Services	4,702,907	5,467,806	5,581,100	5,579,340	5,687,170	1.9
<b>TOTAL DEPARTMENT</b>	<b>\$18,416,035</b>	<b>\$19,673,920</b>	<b>\$20,430,530</b>	<b>\$20,575,040</b>	<b>\$21,426,110</b>	<b>4.1%</b>
Personal Services	\$15,512,355	\$16,472,562	\$17,204,570	\$17,373,360	\$18,071,940	4.0%
Supplies	297,805	311,633	391,880	418,610	403,320	-3.7
Other Services/Charges	2,412,025	2,755,047	2,767,780	2,716,770	2,878,150	5.9
Capital Outlay	193,850	134,678	66,300	66,300	72,700	9.7
<b>TOTAL DEPARTMENT</b>	<b>\$18,416,035</b>	<b>\$19,673,920</b>	<b>\$20,430,530</b>	<b>\$20,575,040</b>	<b>\$21,426,110</b>	<b>4.1%</b>

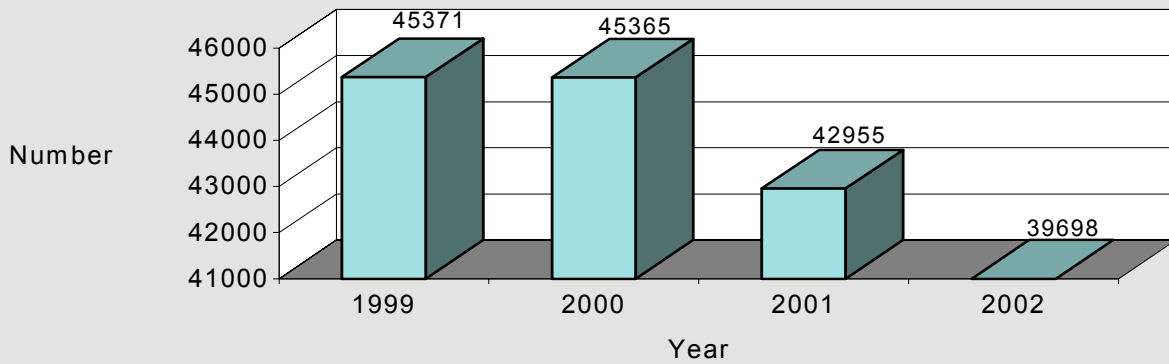
<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Police Department	194	11	194	11	194	13	194	13
<b>TOTAL DEPARTMENT</b>	<b>194</b>	<b>11</b>	<b>194</b>	<b>11</b>	<b>194</b>	<b>13</b>	<b>194</b>	<b>13</b>

**POLICE DEPARTMENT**  
**KEY DEPARTMENTAL TRENDS**

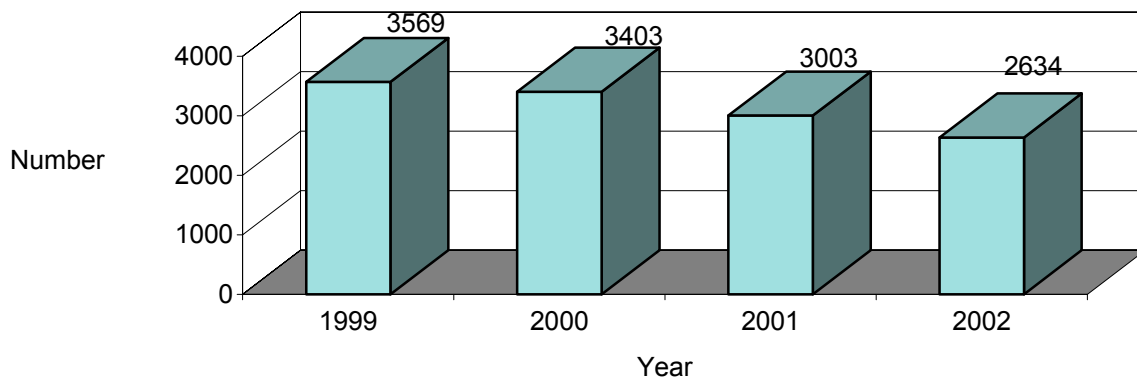
**GROUP A OFFENSES**



**CALLS FOR SERVICE**



**GROUP B OFFENSES**



## **POLICE DEPARTMENT**

### **SERVICE STATEMENT**

Police personnel are the first called to respond to a vast array of real and perceived threats to public safety and health. To a large measure, police personnel are the City government representatives best positioned to identify community concerns. Often, police personnel are able to assist citizens in resolving these concerns.

The Troy Police Department is committed to providing quality police service with citizen satisfaction as its ultimate goal. This commitment requires that all Police Department employees deliver police service in an efficient, effective, and satisfactory manner.

To that end, the Department adopted a community oriented policing philosophy. This philosophy emphasizes problem solving, is results oriented, and focuses on resolving the problem's underlying causes.

The Department prides itself on the quality of its employees. Our employees participate in planning, decision-making, and quality service delivery. The Department's community oriented policing philosophy encourages police personnel to utilize their knowledge of the community and their profession to identify public safety problems and quality of life issues. Solutions to these problems and issues are employee driven.

To facilitate the problem identification and resolution process, Department members work in partnership with the community. Police personnel utilize citizen involvement, personal ingenuity, combined with government and community resources to resolve problems and issues. Each employee is responsible and accountable for his or her individual actions.

Our community oriented policing philosophy facilitates the achievement of our mission through the prevention of crime, increased citizen safety, enhanced citizen confidence in the police department, and increased police employee job satisfaction.



## **POLICE DEPARTMENT**

### **MISSION STATEMENT**

It is the mission of the City of Troy Police Department to protect life, property, and human rights, through law enforcement service.

The Troy Police Department seeks to accomplish its mission through the formation of partnerships with the community. The department strives for a public perception that views police officers as leaders and trusted partners. The motto of the Troy Police Department is: "Service Through Partnership".

State statute, city code and the citizens, through the Troy City Council, establish the authority by which the Troy Police Department operates. Troy City Code mandates a Department of Police, headed by a Chief of Police. The Chief is charged with directing the police work of the City and is responsible for the enforcement of law and order. Troy police officers have all the powers, duties and responsibilities conferred upon them by virtue of the ordinances of the City of Troy and the law. The Police Department shall have other additional powers, duties and responsibilities as lawfully imposed by any administrative directive, resolution, rule, ordinance, charter provision, or law.

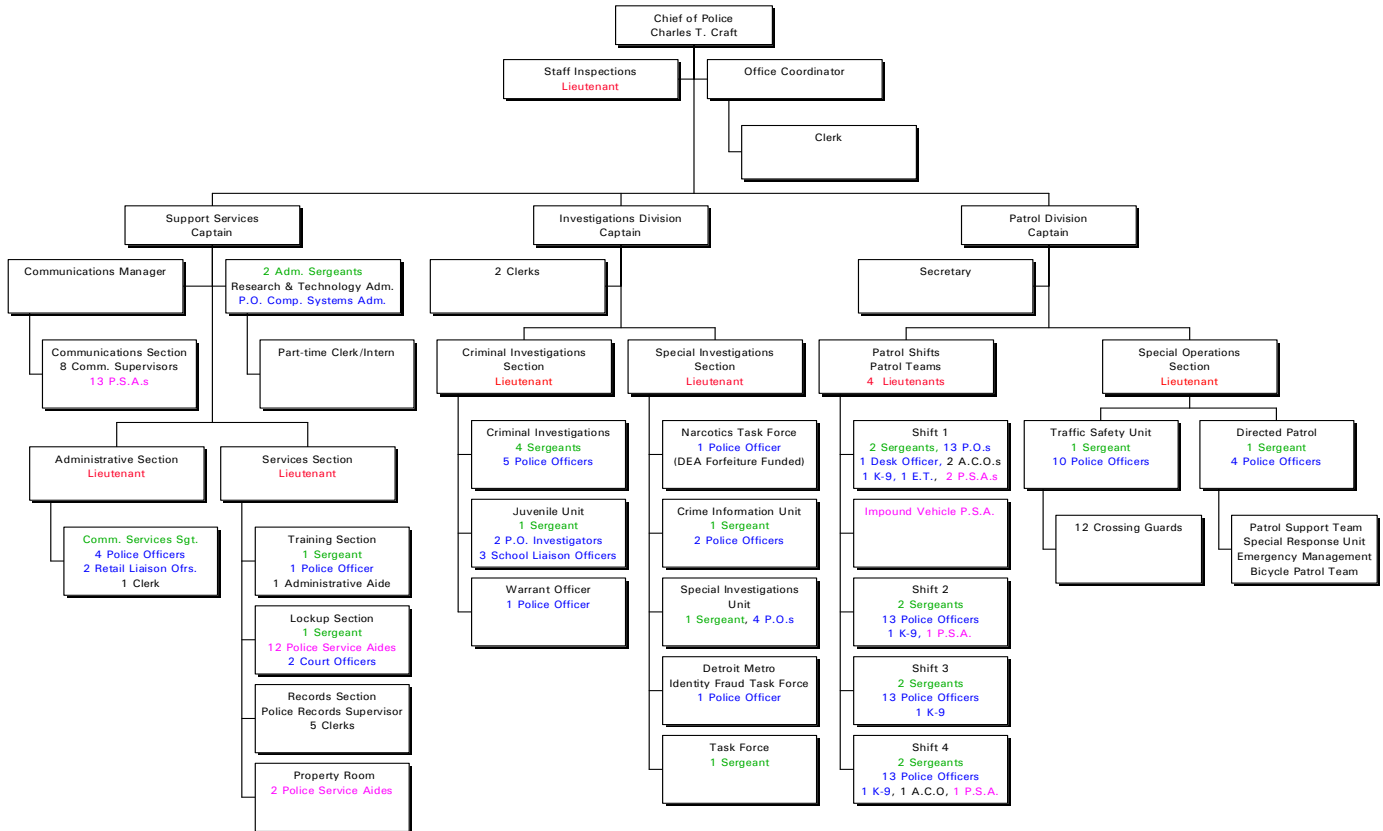
Ultimately, the Troy Police Department draws its authority from the will and consent of the people. Police officers are responsible to the public. Therefore, police activities are based on public service principles.

**POLICE DEPARTMENT**  
**2003/04 PERFORMANCE OBJECTIVES**

1. Increase the availability of police officers to respond to calls for service. (G&O#1,3)
2. Pursue improvement to Part 1 (serious crime) clearance rates. (G&O#1,6)
3. Revise department operating, and mission, vision value statements to reflect department operating philosophy. (G&O#7)
4. Implement organizational and staffing revisions. (G&O#1)

PERFORMANCE INDICATORS	2001/02	2002/03	2002/03	2003/04
	Actual	Projected	Budget	Budget
Total calls for service taken by desk personnel	5,608	6,400	5,700	5,700
Operate under the Influence of alcohol arrests	475	NA	NA	N/A
Hours dedicated to alcohol enforcement	2,840	2,300	2,450	2,300
Number of liquor compliance inspections	842	350	700	400
Alcohol related enforcement actions (exclude OUI)	216	NA	NA	N/A
Number of selected/directed traffic details	121	180	120	130
Part I serious crime clearance rate	26.1%	25.0%	25.0%	25.0%
Number of Police Service Aides cross trained	18	18	18	18
Alcohol abuse prevention presentations	62	45	100	65
Facilitate PD/FD construction/renovation process	On-going	On-going	On-going	Complete
Conduct an organizational and staffing study	On-going	Complete	NA	Implement

# POLICE DEPARTMENT ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Chief of Police	1	1	1
Captain	3	3	3
Lieutenant	10	10	10
Sergeant	23	23	23
Police Officer	100	100	100
Police Service Aide	31	31	31
Animal Control Officer	3	3	3
Communications Supervisor	8	8	8
Communications Manager	1	1	1
Office Coordinator	1	1	1
Police Records Supervisor	1	1	1
Records Clerk	5	5	5
Administrative Aide	1	1	1
Secretary	1	1	1
Clerk-Typist	4	4	4
Research & Tech. Administrator	1	1	1
Crossing Guard, part-time	12	12	12
Clerk/Intern, part-time	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>207</b>	<b>207</b>	<b>207</b>

**POLICE DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

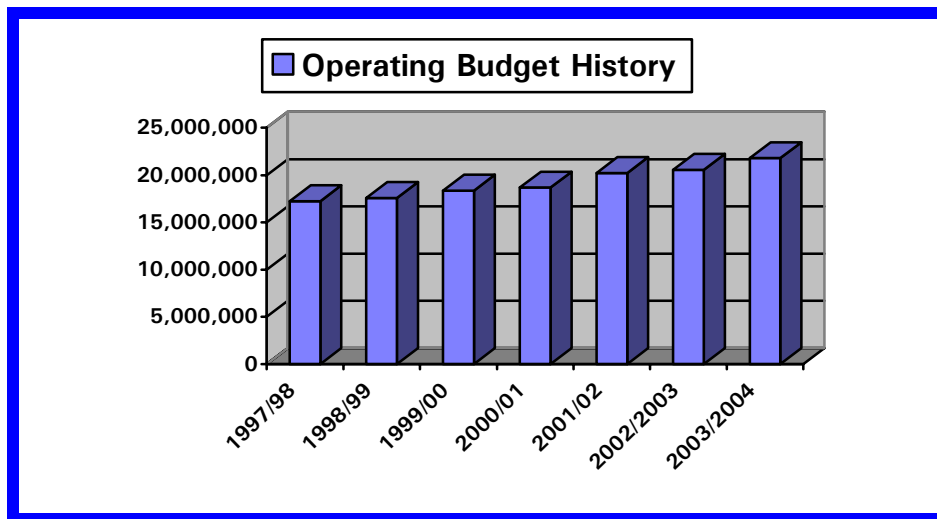
**SIGNIFICANT NOTES –**  
**2003/04 BUDGET COMPARED**  
**To 2002/03 BUDGET**

PERSONAL SERVICES:

Personal Services account for 84.3 percent of the Police Department's operating budget. Overall, the Personal Services budget increased 4 percent over last year. This increase is primarily a result of wage, retirement, workers compensation, and unemployment cost increases.

OTHER CHARGES:

The Department's physical examination budget increased \$98,800.00. Physical exams are administered to police officers and command officers biennially. The 2002/03 budget reflected the cost of the command officer physical exams while the 2003/04 budget reflects the cost of mandated police officer physical exams.



# **DEPARTMENT OF PUBLIC WORKS**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATIVE AND SUPPORT SERVICES**

- Prepares and administers department budget
- Coordinates and evaluates staff activities
- Coordinates staff development and training
- Procures materials, equipment and supplies
- Represents and promotes the department to the community
- Liaison with other government units
- Recommends and implements policies and programs in the Public Works Department
- Formulates and develops operational programs and priorities
- Maintains inventory
- Acts as liaison with other City departments

### **STORM WATER DRAINAGE**

- Evaluates existing storm water drainage system
- Develops and implements projects to improve storm water drainage system
- Monitors Federal, State, and County information sources regarding changes in storm water drainage by regulations and mandates
- Works with other staff, develops strategies that aid the City in achieving compliance in the most effective and economical manner

### **FLEET MAINTENANCE**

- Provides auto repair services for the City- owned fleet of vehicles
- Provides 24- hour maintenance on snow removal equipment
- Performs welding, cutting fabrication or repair on various other equipment
- Maintains an up to date computerized inventory system
- Prepares specifications and bid documents for Fleet Vehicles & Equip.

### **CONTRACT ADMINISTRATION**

- Prepares technical specifications and invitations to bid
- Analyzes bid documents and prepares recommendations for approval by City Council
- Supervises contractors to ensure that bid specifications are being followed
- Evaluates contractors for possible use on future bids

### **STREET SERVICES**

- Provides a safe and clean road service for vehicular traffic through pavement repair and snow and ice control
- In conjunction with all traffic control signs, incorporate aesthetics by grass & weed control
- Performs storm sewer, open drain and detention pond maintenance for storm water reliefAids other departments or agencies in securing a safe environment during emergency situations.

### **REFUSE AND RECYCLING**

- Provides prompt, reliable refuse removal service
- Maintains a recycling drop off center
- Handles refuse related calls
- Liaison to the City's refuse contractor
- Promotes public education in the area of solid waste disposal through newsletters and flyers
- Work with agencies to develop programs reducing materials in the waste sys.

### **WATER & SEWER BILLING AND ACCOUNTS**

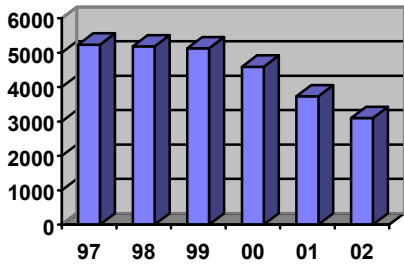
- Provides billing account management and administration
- Provides radio contact with field crews, transmitting and receiving all radio calls through the base station
- Provides secretarial and clerical support to the department
- Liaison to all water and sewer customers providing public education and account services

### **WATER & SEWER DISTRIBUTION**

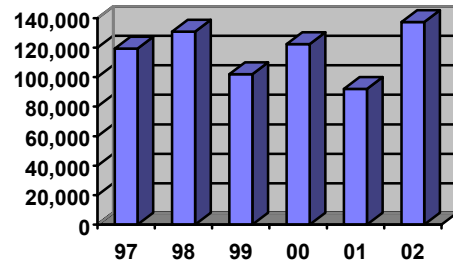
- Provides accurate and continuous readings of all water meters
- Maintains fire hydrants in proper functioning condition
- Responds to service request calls related to the water distribution system
- Inspects, assists and supervises subcontractors in the maintenance of the water distribution system
- Maintains and repairs the sanitary sewer system

# DEPARTMENT OF PUBLIC WORKS

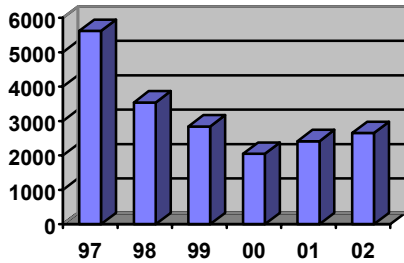
## KEY DEPARTMENTAL TRENDS



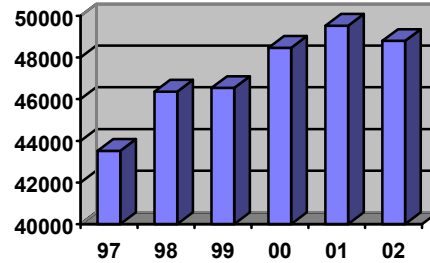
Motor Pool Completed Work Orders



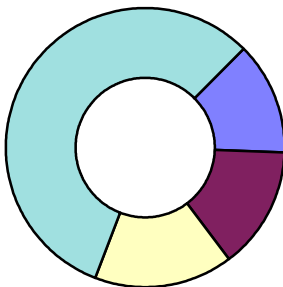
Dollar Increase in Crack & Joint Sealing Contract



Water Inquiries Received and Handled Yearly

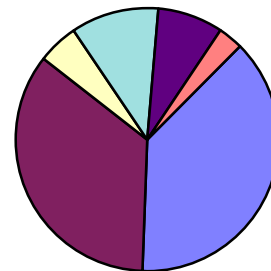


Total Refuse Collected in tons



Fleet Maintenance    Refuse/Recycling  
Street Service    Water/Sewer

Total DPW Budget



Major    Local    County  
Drains    Street Lighting    Sidewalks

Streets Department Budget

# **DEPARTMENT OF PUBLIC WORKS**

## **SERVICE STATEMENT**

### **PUBLIC WORKS CONTRACT ADMINISTRATION**

The Public Works Contract Administrator is responsible for the preparation of technical specifications, preparation of bid documents and estimating the cost of construction. After the bid proposals have been returned to the City, the Contract Administrator analyzes the bid submittals and makes recommendations to City Council. The contracts that the Administrator oversees are maintenance functions that in most instances were originally performed by City forces in either the Streets or Water Divisions. We are committed to privatizing operations when practical and cost effective.

The street and sidewalk repair and maintenance contracts help provide a safe and clean paved surface for both vehicular and pedestrian traffic. Other contracts that are administered for the Streets Division are pavement marking, pavement repair, storm water system maintenance, and street light installation and maintenance.

Developing the proper technical specifications for sanitary sewer maintenance and manhole rehabilitation are important support functions performed by the Contract Administrator. Other services provided include the maintenance and repair of sewer pumps and control panel and retention pond maintenance.

The Contract Administrator is responsible for surveying sidewalks and enforcing the City's sidewalk ordinance. Field inspection reports and on-the-spot decision making when unexpected conditions are discovered are an important function of the Contract Administrator.

Working with the Storm Water Engineer the Contract Administrator assists with development of projects that help the City comply with the Federal, State, and County regulations regarding storm water drainage issues.

All of the programs managed by the Contract Administrator have a direct affect on the health, safety, and welfare of our residents. With proper and timely maintenance operations implemented, the life of our infrastructure is extended and the City's liability is limited.

### **STREETS CONTRACTS**

- Crack & Joint Sealing
- Sidewalk Replacement Projects
- Concrete Pavement Maintenance
- Pavement Marking
- Street Light Maintenance
- Street Light Installation
- Street Light Material
- Control Panel & Retention Pond Maintenance
- New Sidewalk Installation Projects
- Sidewalk Inspection

### **WATER & SEWER CONTRACTS**

- Sanitary & Storm Sewer Lining
- Manhole Repair
- Remove and Replace Sanitary and Sewer
- Pumps

### **STORM WATER DRAIN CONTRACTS**

- Detention Pond Improvements
- Storm Drain Improvement Projects

## **DEPARTMENT OF PUBLIC WORKS**

### **MISSION STATEMENT**

The mission of the Public Works Department is to provide services that guarantee the continued safe, clean, and healthy environment that has become a way of life for the taxpayers of the City of Troy.

The service areas that address this responsibility are: Streets and Storm Drains, Motor Pool Fleet Maintenance, Refuse and Recycling Collection, Sewage Collection, and Water Distribution. The major goal of these service areas is to preserve the taxpayers' investment in the existing infrastructure, equipment and services through a high level of continuous repair and maintenance.

The Public Works Department is under the leadership of the Director of Public Works along with three (3) divisional superintendents, Solid Waste Coordinator, and Storm Water engineer. Together, they ensure the total quality of services and oversee all department programs, vendors, and private contractors operating within the Public Works arena.

The Public Works Director is responsible for management coordination and the development of cooperation between the divisions that comprise the Public Works Department. The Director communicates daily with DPW superintendents and field supervisors as to the status of ongoing projects and programs in order to assure that the desired level of public service is attained.

The Motor Pool Fleet Division's responsibilities include the purchase and the maintenance of City-owned vehicles and equipment. Communication with the other divisions is essential in order to provide them with the equipment and repair services they need to perform their various operations.

The Refuse and Recycling Unit activities include the coordination of refuse collection efforts with the private contractor, and the efficient operation of both curbside recycling and the drop-off recycling center located at the DPW facility. The Coordinator is responsible for the development of the unit's operating budget. During the course of the year, educational and promotional literature is produced and mailed to the residents of Troy advising them of changes, updates and modifications in both refuse and recycling operations.

The Streets & Drains Division's primary mission is to provide a safe, well-maintained major road, local road, and sidewalk network that work to maximum capacity. The superintendent and his staff develop and implement maintenance programs and improvement projects that meet this mission objective.

The Water and Sanitary Sewer Division is dedicated to our mission of providing safe, clean and abundant drinking water for the residents of Troy. It is also our goal to maintain the distribution system to the highest standards in the most efficient manner possible. Our objective is to operate the sanitary sewer system in a safe, environmentally responsible and efficient manner. We will continue to assure that these standards be met and that the system shall be improved wherever possible.

Storm Water Division responsibilities concentrate on the implementation of the City's storm water drainage master plan, improvement of the current storm water drainage system, and compliance with Federal, State and County storm water regulations and mandates.

It is the overall mission of the Public Works Department to enhance the quality of life of residents and taxpayers of the City of Troy by providing them with the best possible public service at a competitive cost.



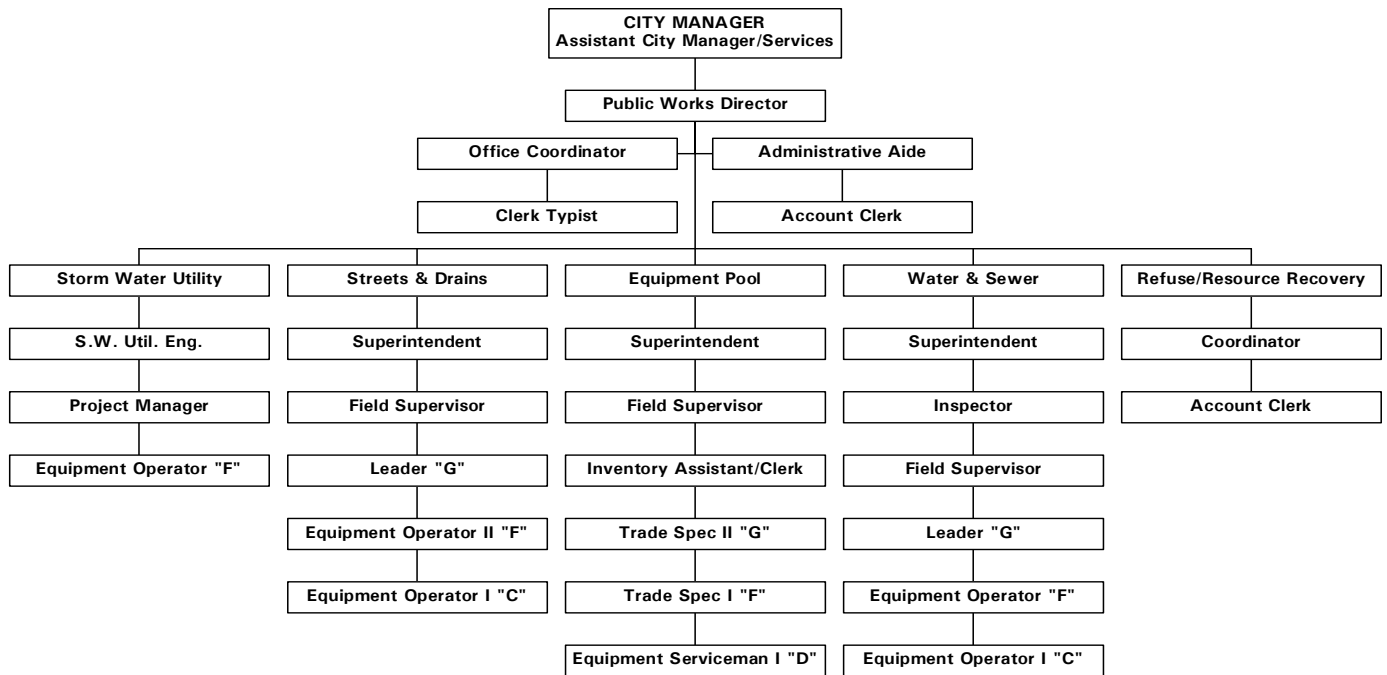
**DEPARTMENT OF PUBLIC WORKS**  
**2003/04 PERFORMANCE OBJECTIVES**

1. Develop and implement a program to improve the security of the Public Works facility. The program will include the review of new systems such as keyless entry, surveillance camera systems and automated yard gates. (G&O#1,4)

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Sidewalk Project	425,750	299,990	300,000	400,000
Concrete Pavement Repair	666,380	800,000	800,000	700,000
Crack & Joint Sealing	92,000	134,000	137,500	275,000
Street Light Maintenance	47,450	58,280	58,280	58,280

# DEPARTMENT OF PUBLIC WORKS

## ORGANIZATIONAL CHART



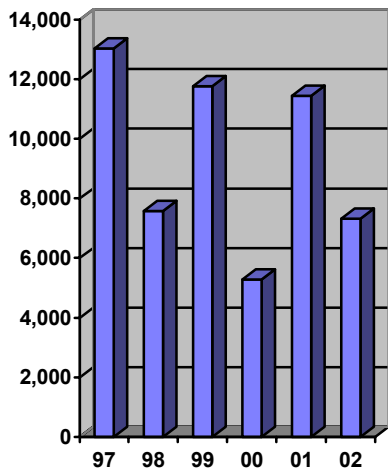
STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
POSITION:			
Public Works Director	1	1	1
Superintendent	3	3	3
Storm Water Utility Engineer	1	1	1
Project Manager	1	1	1
Administrative Aide	1	1	1
Office Coordinator	1	1	1
Account Clerk	1	1	1
Clerk Typist	3	3	3
Cross Connection Inspector	1	1	1
Solid Waste Coordinator	1	1	1
Inventory Asst./Clerk	1	1	1
Field Supervisor	6	6	6
Leader	6	6	6
Trade Spec. "G"	4	4	4
Trade Spec. "F"	5	5	5
Equipment Operator "F"	15	15	15
Equipment Operator "C"	24	24	24
Serviceman "D"	12	12	12
Recycling Center Attendant	1	1	1
Summer Laborers	23	24	24
Seasonal Supervisor	2	2	2
<b>TOTAL DEPARTMENT</b>	<b>113</b>	<b>114</b>	<b>114</b>

**DEPARTMENT OF PUBLIC WORKS**  
**STREETS AND DRAINS DIVISION**  
**DEPARTMENT AT A GLANCE**

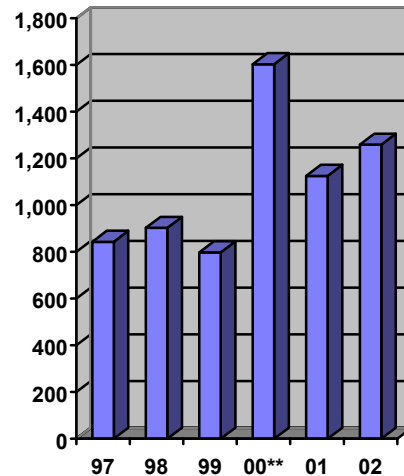
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
County Roads	\$334,766	\$285,401	\$353,150	\$476,800	\$450,810	-5.5%
Drains	391,102	675,839	844,150	850,200	897,960	5.6
Local Roads	1,326,740	1,344,187	1,546,670	1,686,780	1,629,560	-3.4
Major Roads	1,797,220	1,692,232	1,802,630	1,791,820	1,735,910	-3.1
Sidewalks	93,155	144,522	174,180	186,310	182,530	-2.0
Street Lighting	356,915	300,827	364,410	364,410	363,180	-.3
Weeds	56,902	52,504	61,680	64,230	64,550	.5
<b>TOTAL DEPARTMENT</b>	<b>\$4,356,800</b>	<b>\$4,495,512</b>	<b>\$5,146,870</b>	<b>\$5,420,550</b>	<b>\$5,324,500</b>	<b>-1.8%</b>
Personal Services	\$2,072,704	\$2,321,160	\$2,660,080	\$2,755,890	\$2,754,210	0
Supplies	591,627	428,040	529,990	660,910	701,870	6.2
Other Services/Charges	1,662,776	1,659,152	1,803,800	1,850,750	1,868,420	1.0
Capital Outlay	29,693	87,160	153,000	153,000	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$4,356,800</b>	<b>\$4,495,512</b>	<b>\$5,146,870</b>	<b>\$5,420,550</b>	<b>\$5,324,500</b>	<b>-1.8%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Streets and Drains	31.5	17	34.5	17	34.5	18	34.5	18
<b>TOTAL DEPARTMENT</b>	<b>31.5</b>	<b>17</b>	<b>34.5</b>	<b>17</b>	<b>34.5</b>	<b>18</b>	<b>34.5</b>	<b>18</b>

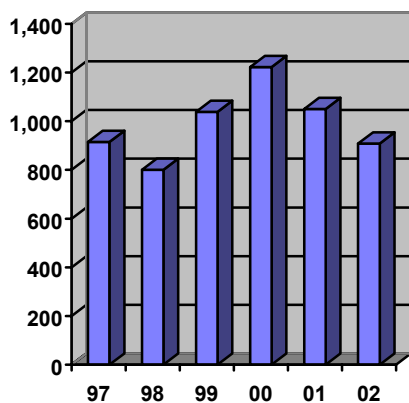
# DEPARTMENT OF PUBLIC WORKS STREETS AND DRAINS DIVISION KEY DEPARTMENTAL TRENDS



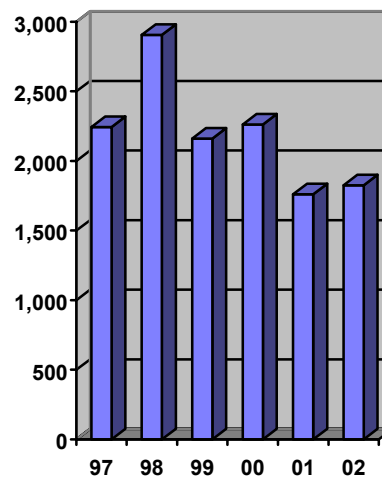
■ Salt Usage (tons)



■ Hot Asphalt Placed



■ Concrete Redi-Mix Placed



■ Traffic Signs Repaired or Replaced

\* \* Increase due to Parks and Recreation trails.

**DEPARTMENT OF PUBLIC WORKS**  
**STREETS AND DRAINS DIVISION**  
**SERVICE STATEMENT**

**SERVICE STATEMENT:**

The Streets and Drains Division's primary responsibilities are maintenance of the local, county, and major road network and the storm water drainage system of the City of Troy. Proper maintenance ensures a safe environment for Troy residents and guests to live and work in, this is detailed by the following four areas of performance:

The maintenance of major and local roads includes concrete, asphalt, and gravel road-wearing surfaces. These require patching, slab replacement, crack and joint sealing, sweeping, and dust control operations. With a combination of local, major and county roads, our division maintains over 360 miles of roadways. The ice and snow control operation is organized to provide service to all roads in the City within 24 hours from the time a storm has ceased. Priority begins with major roads, school entrance routes, commercial routes, and hills, intersections, and curves located in our residential neighborhoods.

We are preparing to purchase a new pavement maintenance system for all roads. This upgraded computerized system will add information about pavement thickness and base conditions.

There are over 20,000 street name and traffic control signs maintained by the division. Approximately eleven percent are repaired or replaced annually due to traffic accidents, age, vandalism and theft.

Pavement marking paint and plastic decals are used to delineate pavement markings for both pedestrian and vehicular traffic. Major roads are painted bi-annually while local roads require this maintenance once every three years.

Storm water relief is provided by our City's storm sewer system. This system's infrastructure includes storm drain lines, catch basins, ditches, open drains, and detention ponds. These structures require regular inspection, cleaning and repair.

The Streets and Drains Division provides twenty-four hours per day, 365 days per year emergency assistance to the Police and Fire Departments. Activities include salting at winter fire scenes and assisting in traffic accident clean-up.

The Streets and Drains Division uses its expertise to help other departments such as Engineering, Parks and Recreation, and Building Maintenance with concrete and asphalt work, sign installation, drainage projects, excavation, work-site restoration, barricading, and installation of temporary traffic control and informational signs for publicly and privately sponsored events.

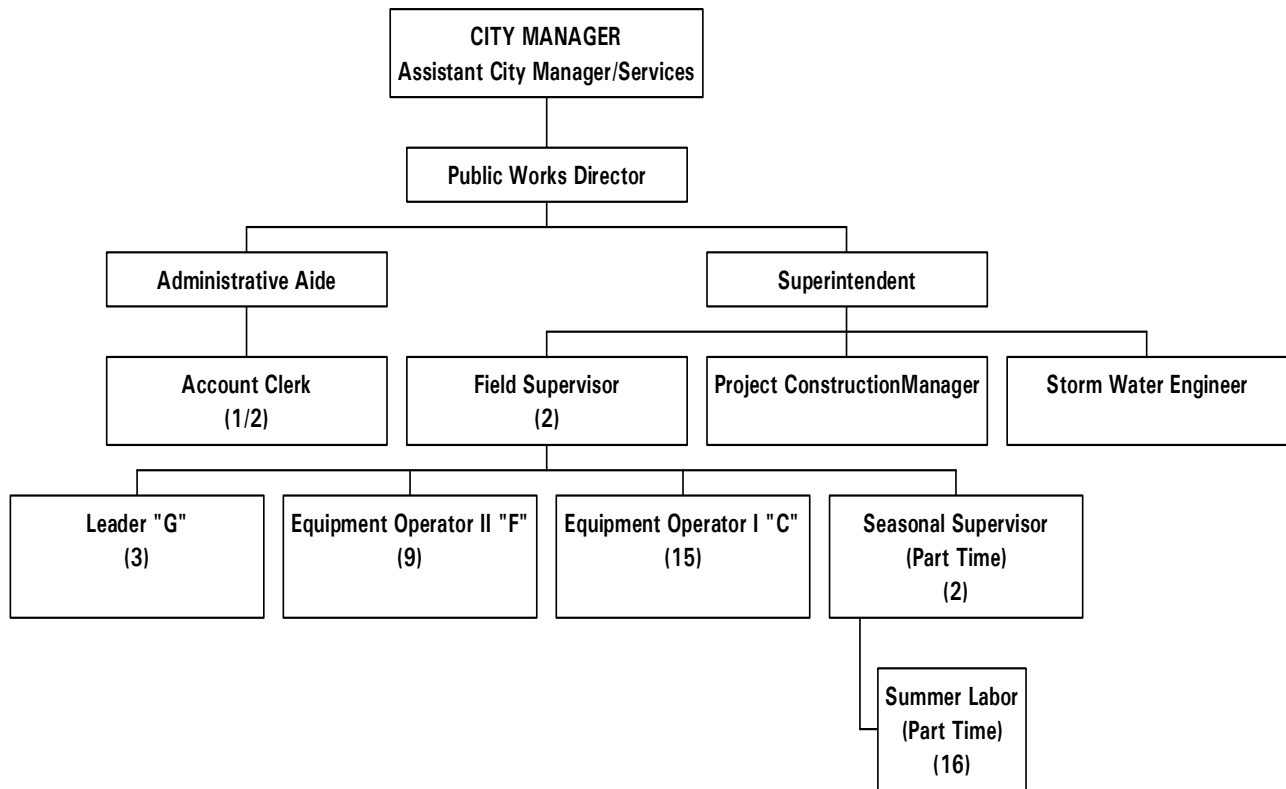
In addition to the primary responsibility of major and local road maintenance, the Streets and Drains Division's scope of work is actually much larger and extends over numerous departments.

**DEPARTMENT OF PUBLIC WORKS**  
**STREETS AND DRAINS DIVISION**  
**2003/04 PERFORMANCE OBJECTIVES**

1. Implement a pavement management system to evaluate the City street system to prioritize future maintenance, rehabilitation, and reconstruction needs with regard to future funding levels.

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Snow Removal – Plowing	3	2	2	2
Snow & Ice Control – Salting	27	28	33	33
Salt Usage in tons	7,330	8,000	11,500	11,500
Chloride Sand Usage in tons	220	250	400	400
Asphalt Placed - Hot Asphalt	1,259	1,200	1,200	1,200
Asphalt Placed - Cold Asphalt	256	250	400	400
Concrete redi-mix placed	908	1,000	1,000	1,000
Street Sweeping - Curb Miles Swept	3,360	3,200	3,200	3,200
Street Sweeping Waste Collected – cubic yards	2,897	3,000	3,000	3,000
Storm Catch Basin Cleaning – # of locations	928	1,000	1,000	1,000
Citizen Action Request Forms Processed	905	1,200	1,200	1,100
Traffic Sign Repairs or Replacements	1,825	1,800	1,800	1,800
New Signs Fabricated	586	650	650	650
Road Gravel used in tons	3,000	1,800	1,800	1,600

**DEPARTMENT OF PUBLIC WORKS  
STREETS AND DRAINS DIVISION  
ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
POSITION:			
Public Works Director	1	1	1
Administrative Aide	1	1	1
Account Clerk	1/2	1/2	1/2
Superintendent	1	1	1
Field Supervisor	2	2	2
Leader "G"	3	3	3
Equipment Operator II "F"	9	9	9
Equipment Operator I "C"	15	15	15
Seasonal Supervisor (Part Time)	2	2	2
Summer Laborers (Part Time)	15	16	16
Storm Water Engineer	1	1	1
Project Construction Manager	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>51.5</b>	<b>52.5</b>	<b>52.5</b>

**DEPARTMENT OF PUBLIC WORKS  
STREETS AND DRAINS DIVISION  
SUMMARY OF BUDGET CHANGES**

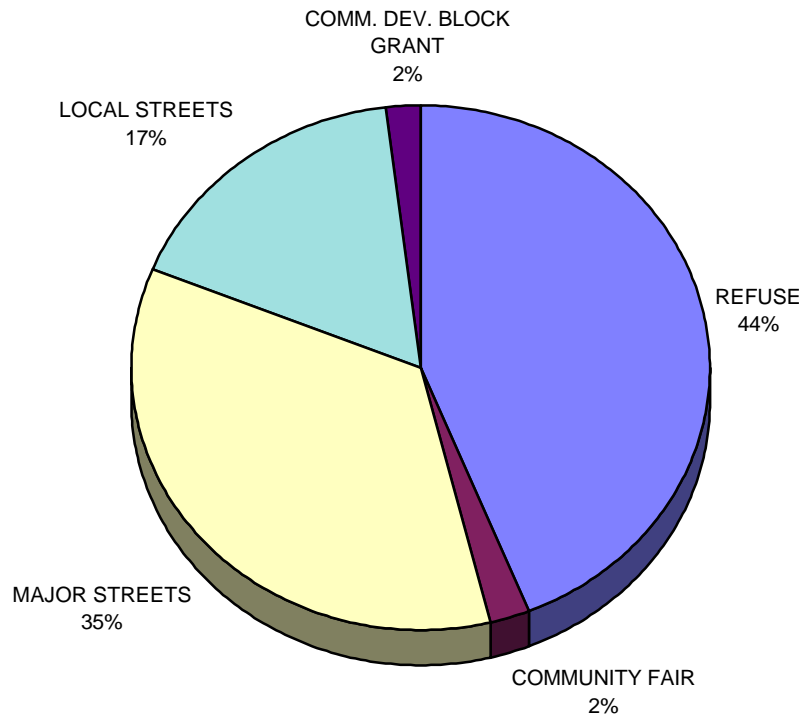
**SIGNIFICANT NOTES –  
2003/04 BUDGET  
COMPARED TO 2002/03 BUDGET**

**CAPITAL OUTLAY:**

The Capital Outlay account, which contains funding for various machinery and equipment, represents the majority of the reduction in the Streets and Drains Division's budget.



# FY 2003-04 SPECIAL REVENUE FUNDS PERCENT OF TOTAL EXPENDITURES



***This chart shows expenditures for each Special Revenue Fund as a percent of the total Special Revenue Funds budget.***

## **Community Development Block Grant Fund**

This fund accounts for grant revenues from the Department of Housing and Urban Development to be used for residential and other capital improvements.

## **Community Fair Fund**

This fund account for the revenues and expenditures associated with annual Troy Daze Fair.

## **Local Streets Fund**

This fund has been established to account for various revenue and state-shared revenues related to the repairs, maintenance and construction of all streets classified as "local" within the City.

## **Major Streets Fund**

This fund has been established to account for state-shared revenues relating to the repairs, maintenance and construction of all streets classified as "major" within the City.

## **Refuse Fund**

This fund has been established to account for property tax revenues restricted for rubbish and garbage collection and service charges for recycling.

**CITY OF TROY**  
**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Federal Grants	\$ 468,893	\$ 211,460	\$ 213,290	\$ 213,290
<b>REVENUE</b>	<b>\$ 468,893</b>	<b>\$ 211,460</b>	<b>\$ 213,290</b>	<b>\$ 213,290</b>
<b><u>EXPENDITURES</u></b>				
CDBG Home Chore Program				
Other Services/Charges	\$ 69,415	\$ 50,000	\$ 50,000	\$ 60,000
<b>CDBG HOME CHORE PROGRAM</b>	<b>\$ 69,415</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 60,000</b>
<b><u>CDBG ADMINISTRATION</u></b>				
Personal Service Control	\$ 1,308	\$ 7,060	\$ 10,000	\$ 4,000
Other Services/Charges	9	1,110	-	1,000
<b>CDBG ADMINISTRATION EXPENSES</b>	<b>\$ 1,317</b>	<b>\$ 8,170</b>	<b>\$ 10,000</b>	<b>\$ 5,000</b>
<b><u>CDBG MUNICIPAL BLDGS-ADA</u></b>				
Supplies	\$ -	\$ 8,000	\$ 8,000	\$ -
<b>CDBG CITY HALL - ADA EXPENSES</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>
<b><u>CDBG S/A PROJ-PAVING</u></b>				
Other Services/Charges	\$ 17,768	\$ -	\$ -	\$ -
<b>CDBG S/A PROJ-PAVING EXPENSES</b>	<b>\$ 17,768</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>CDBG SECTION 36 STORM SEWER</u></b>				
Personal Service Control	\$ 27,569	\$ -	\$ -	\$ -
Other Services/Charges	352,824	145,290	145,290	148,290
<b>CDBG-SECTION 36 STORM SEWER EXPENSES</b>	<b>\$ 380,393</b>	<b>\$ 145,290</b>	<b>\$ 145,290</b>	<b>\$ 148,290</b>
<b>EXPENDITURES</b>	<b>\$ 468,893</b>	<b>\$ 211,460</b>	<b>\$ 213,290</b>	<b>\$ 213,290</b>
Revenue Over (Under) Expenditures	-	-	-	-

**CITY OF TROY**  
**COMMUNITY FAIR FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Charges for Service	\$ 1,715	\$ 147,410	\$ 179,250	\$ 148,950
Operating Transfer In	10,000	10,000	10,000	10,000
<b>REVENUE</b>	<b>\$ 11,715</b>	<b>\$ 157,410</b>	<b>\$ 189,250</b>	<b>\$ 158,950</b>
<b><u>EXPENDITURES</u></b>				
Personal Service Control	\$ 12,535	\$ 39,060	\$ 43,300	\$ 42,300
Supplies	14,950	18,770	20,370	18,490
Other Services/Charges	35,217	104,880	121,100	119,730
<b>EXPENDITURES</b>	<b>\$ 62,702</b>	<b>\$ 162,710</b>	<b>\$ 184,770</b>	<b>\$ 180,520</b>
Revenue Over (Under) Expenditures	\$ (50,987)	\$ (5,300)	\$ 4,480	\$ (21,570)

**CITY OF TROY**  
**LOCAL STREET FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
State Grants	\$ 1,363,109	\$1,370,000	\$1,315,000	\$1,350,000
Interest and Rents	28,715	20,000	40,000	20,000
Operating Transfer In	335,000	331,780	331,780	259,560
<b>REVENUE</b>	<b>\$ 1,726,824</b>	<b>\$1,721,780</b>	<b>\$1,686,780</b>	<b>\$1,629,560</b>
<b><u>EXPENDITURES</u></b>				
Operating Transfer Out	\$ 1,635,000	\$1,546,670	\$1,686,780	\$1,629,560
<b>EXPENDITURES</b>	<b>\$ 1,635,000</b>	<b>\$1,546,670</b>	<b>\$1,686,780</b>	<b>\$1,629,560</b>
Revenue Over (Under) Expenditures	\$ 91,824	\$ 175,110	\$ -	\$ -

**CITY OF TROY**  
**MAJOR STREET FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
State Grants	\$ 3,415,410	\$3,440,000	\$3,175,000	\$ 3,300,000
Interest and Rents	54,801	32,000	75,000	30,000
Operating Transfer In	724,950	491,820	491,820	155,910
<b>REVENUE</b>	<b>\$ 4,195,161</b>	<b>\$3,963,820</b>	<b>\$3,741,820</b>	<b>\$ 3,485,910</b>
<b><u>EXPENDITURES</u></b>				
Operating Transfer Out	\$ 3,944,950	\$3,741,820	\$3,741,820	\$ 3,485,910
<b>EXPENDITURES</b>	<b>\$ 3,944,950</b>	<b>\$3,741,820</b>	<b>\$3,741,820</b>	<b>\$ 3,485,910</b>
Revenue Over (Under) Expenditures	\$ 250,211	\$ 222,000	\$ -	\$ -



**DEPARTMENT OF PUBLIC WORKS**  
**REFUSE AND RECYCLING DIVISION**  
**FUNCTIONAL ORGANIZATIONAL CHART**

- Provides prompt, reliable refuse, recycling, and yard waste removal service
- Maintains a recycling drop off center
- Investigates refuse and recycling related calls
- Liaison to the City's refuse contractor
- Promotes public education in the area of solid waste disposal and recycling through newsletters, flyers, and phone contact
- Promotes household hazardous waste and electronics recycling program
- Coordinates Christmas tree chipping program

**DEPARTMENT OF PUBLIC WORKS**  
**REFUSE AND RECYCLING DIVISION**  
**REFUSE FUND REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Taxes	\$3,636,077	\$3,804,320	\$3,793,000	\$ 3,870,000
Charges for Service	921	206,150	500	500
Interest and Rents	88,981	65,000	80,000	60,000
Operating Transfer In	-	312,480	280,340	455,230
<b>REVENUE</b>	<b>\$3,725,979</b>	<b>\$4,387,950</b>	<b>\$4,153,840</b>	<b>\$ 4,385,730</b>
<b><u>EXPENDITURES</u></b>				
<b>Contractors Service</b>				
Other Services/Charges	\$3,504,018	\$4,217,000	\$3,965,000	\$ 4,200,000
<b>CONTRACTORS SERVICE</b>	<b>\$3,504,018</b>	<b>\$4,217,000</b>	<b>\$3,965,000</b>	<b>\$ 4,200,000</b>
<b>Other Refuse Expense</b>				
Personal Service Control	\$ 19,880	\$ 20,230	\$ 21,490	\$ 23,360
Supplies	64	100	4,190	400
Other Services/Charges	24,730	25,590	25,600	26,620
<b>OTHER REFUSE EXPENSE</b>	<b>\$ 44,674</b>	<b>\$ 45,920</b>	<b>\$ 51,280</b>	<b>\$ 50,380</b>
<b>Recycling</b>				
Personal Service Control	\$ 88,180	\$ 84,330	\$ 94,410	\$ 93,600
Supplies	9,713	9,500	16,500	12,000
Other Services/Charges	24,691	31,200	26,650	29,750
<b>RECYCLING</b>	<b>\$ 122,584</b>	<b>\$ 125,030</b>	<b>\$ 137,560</b>	<b>\$ 135,350</b>
<b>EXPENDITURES</b>	<b>\$3,671,276</b>	<b>\$4,387,950</b>	<b>\$4,153,840</b>	<b>\$ 4,385,730</b>
Revenues Over (Under) Expenditures	\$ 54,703	\$ -	\$ -	\$ -



**DEPARTMENT OF PUBLIC WORKS**  
**REFUSE AND RECYCLING DIVISION**  
**DEPARTMENT AT A GLANCE**

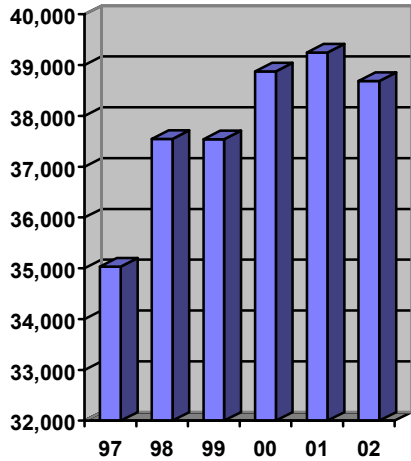
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Contractor's Service	\$3,305,048	\$3,504,018	\$4,217,000	\$3,965,000	\$4,200,000	5.9%
Recycling	125,364	122,584	125,030	137,560	135,350	-1.6
Other Refuse	46,977	44,674	45,920	51,280	50,380	-1.8
<b>TOTAL DEPARTMENT</b>	<b>\$3,477,389</b>	<b>\$3,671,276</b>	<b>\$4,387,950</b>	<b>\$4,153,840</b>	<b>\$4,385,730</b>	<b>5.6%</b>
Personal Services	\$130,376	\$108,060	\$104,560	\$115,900	\$116,960	.9%
Supplies	820	9,777	9,600	20,690	12,400	-40.1
Other Services/Charges	3,346,193	3,553,439	4,273,790	4,017,250	4,256,370	6.0
Capital Outlay						
<b>TOTAL DEPARTMENT</b>	<b>\$3,477,389</b>	<b>\$3,671,276</b>	<b>\$4,387,950</b>	<b>\$4,153,840</b>	<b>\$4,385,730</b>	<b>5.6%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Refuse & Recycling	1.5	1	1.5	1	1.5	1	1.5	1
<b>TOTAL DEPARTMENT</b>	<b>1.5</b>	<b>1</b>	<b>1.5</b>	<b>1</b>	<b>1.5</b>	<b>1</b>	<b>1.5</b>	<b>1</b>

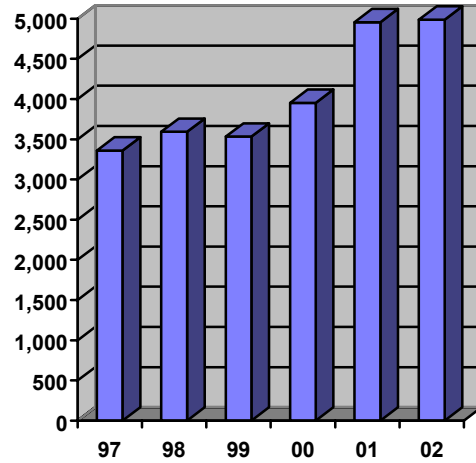
# DEPARTMENT OF PUBLIC WORKS

## REFUSE AND RECYCLING DIVISION

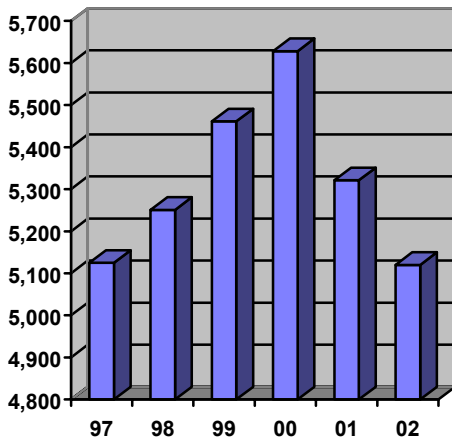
### KEY DEPARTMENTAL TRENDS



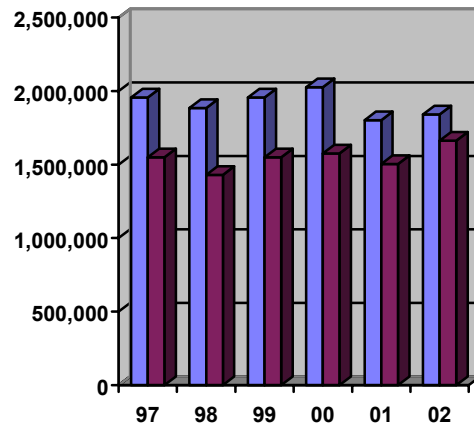
■ Total Refuse Collected in tons



■ Total Compost Collected in tons



■ Total Recyclables Collected in tons



■ Contractor's Service ■ Disposal Fees

# DEPARTMENT OF PUBLIC WORKS

## REFUSE AND RECYCLING DIVISION

### SERVICE STATEMENT

The Refuse and Recycling Division provides for prompt, reliable, and efficient refuse collection by a private contractor once per week servicing 24,816 single-family homes, condominiums, mobile homes, duplexes, and small commercial businesses. Refuse from 4,327 apartments is also collected on a weekly basis.

A separate collection of yard waste is made for approximately thirty-five weeks from mid-April through mid-December from a projected 22,997 single-family residences and duplexes. This collected yard waste is delivered to a compost site and processed. The finished compost is delivered to the Public Works Yard for free distribution to our residents.

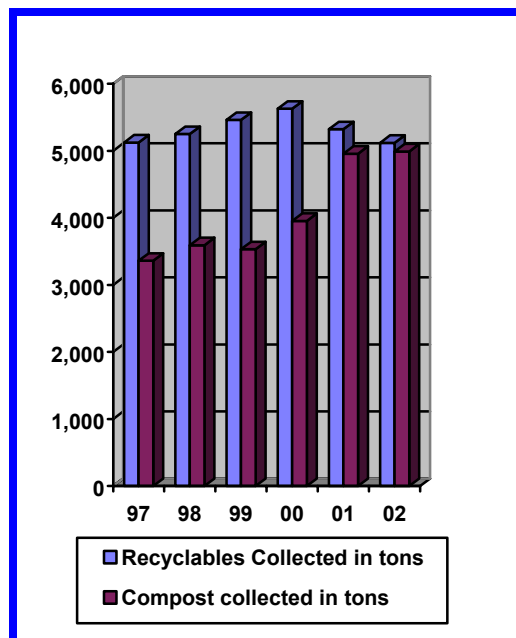
A separate collection of holiday trees for chipping and composting is also provided annually in January.

The refuse collection program includes pickup of large or bulky items within forty-eight hours of the resident's regularly scheduled collection day. These items are recycled whenever possible.

A voluntary recycling drop off center is maintained at the DPW Yard in order to provide all residents the opportunity to recycle.

The Solid Waste Coordinator has the direct responsibility to serve as the City's liaison with the refuse contractor to ensure the contractor is performing in accordance with the contract and City ordinance.

The handling and resolution of more difficult complaints, dissemination of information, keeping abreast of changes in the refuse and recycling field, and report writing are all important functions of the Solid Waste Coordinator.

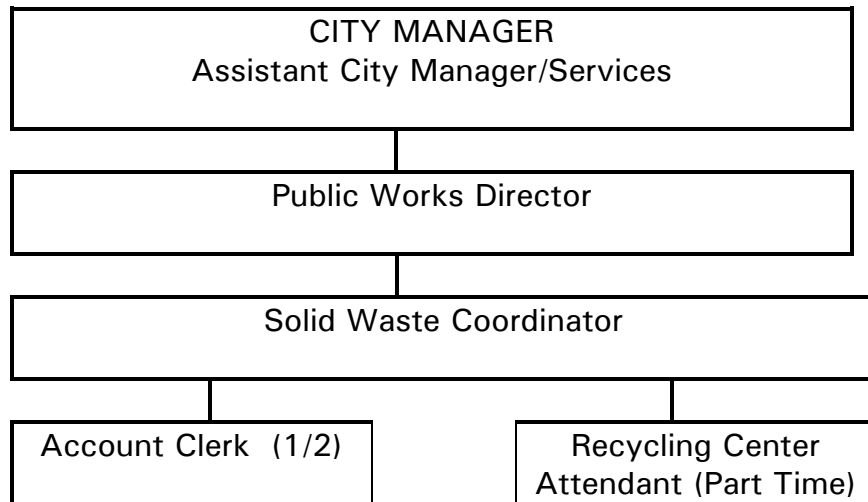


**DEPARTMENT OF PUBLIC WORKS  
REFUSE AND RECYCLING DIVISION  
2003/04 PERFORMANCE OBJECTIVES**

1. Visit surrounding area recycling centers and develop a more user-friendly facility at the City of Troy recycling site. (G&O#1,3,4)

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Total refuse collected in tons	48,793	52,020	55,725	55,725
Refuse collected less recyclables and compost in tons	38,685	39,000	44,970	41,794
Compost collected in tons	4,989	5,300	8,387	8,359
Percent of total refuse composted	10.22%	10.19%	15.05%	15%
Recyclables collected in tons	5,120	5,100	5,659	5,572
Percent of total refuse recycled	10.49%	9.8%	10.16%	10%
Newspaper recycled in tons	3,879	3,935	4,245	4,402
Glass recycled in tons	516	450	679	557
Plastic recycled in tons	149	215	226	223
Metal recycled in tons	355	300	283	223
Tin recycled in tons	221	200	226	167
Refuse collection costs per capita	\$47.56	\$60.60	\$54.34	\$61.83
Christmas trees chipped and composted in tons	23	45	23	50
Gallons of used oil collected/Recycling Center	36,000	36,000	36,000	36,000

**DEPARTMENT OF PUBLIC WORKS  
REFUSE AND RECYCLING DIVISION  
ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Solid Waste Coordinator	1	1	1
Account Clerk *	½	½	½
Recycling Center Attendant (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>2 ½</b>	<b>2 ½</b>	<b>2 ½</b>

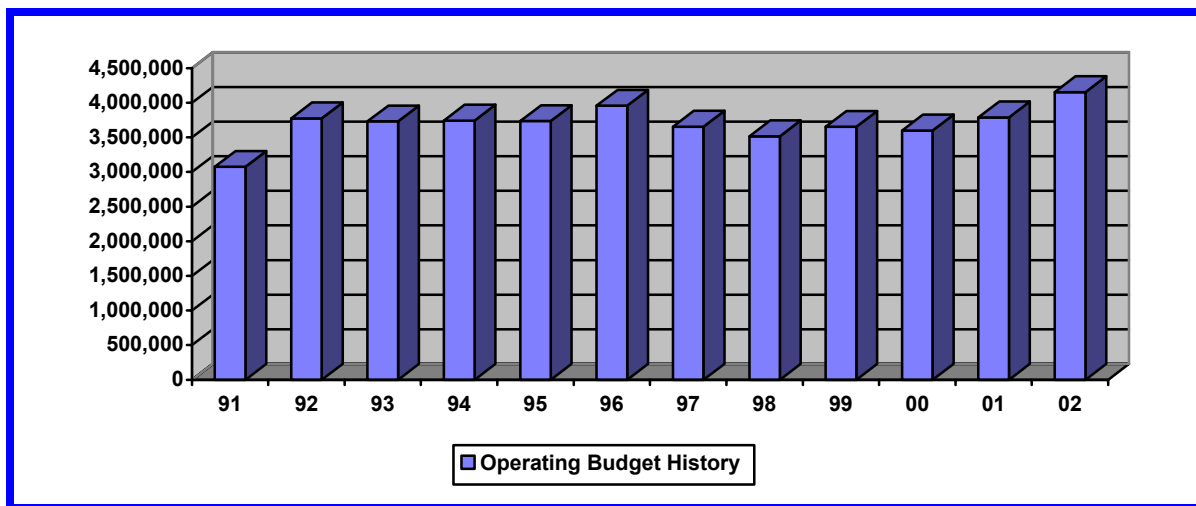
\* The account clerk divides time between the Refuse and Recycling Division and the Streets Division.

**DEPARTMENT OF PUBLIC WORKS  
REFUSE AND RECYCLING DIVISION  
SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –  
2003/04 BUDGET  
COMPARED TO 2002/03 BUDGET**

The City continues to experience increases in the number of households receiving refuse, recycling, and yard waste collection services.

The trash collection contract contains an annual rate increase based on the lower of 3% or the Consumer's Price Index for the Detroit Metropolitan area.



**CITY OF TROY**  
**GENERAL DEBT SERVICE FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Taxes	\$ 3,285,612	\$ 3,437,640	\$ 3,427,000	\$ 3,497,070
Interest and Rents	465,984	260,000	270,000	152,000
<b>REVENUE</b>	<b>\$ 3,751,596</b>	<b>\$ 3,697,640</b>	<b>\$ 3,697,000</b>	<b>\$ 3,649,070</b>
<b><u>EXPENDITURES</u></b>				
Other Services/Charges	\$ 36,930	\$ 38,200	\$ 58,200	\$ 59,730
Debt Service	856,452	135,920	135,920	176,030
Operating Transfer Out	1,332,690	2,142,900	3,502,880	3,413,310
<b>EXPENDITURES</b>	<b>\$ 2,226,072</b>	<b>\$ 2,317,020</b>	<b>\$ 3,697,000</b>	<b>\$ 3,649,070</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,525,524</b>	<b>\$ 1,380,620</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF TROY**  
**1995 MTF DEBT SERVICE FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Operating Transfer In	\$ 319,575	\$ 309,630	\$ 309,630	\$ 323,890
<b>REVENUE</b>	<b>\$ 319,575</b>	<b>\$ 309,630</b>	<b>\$ 309,630</b>	<b>\$ 323,890</b>
<b><u>EXPENDITURES</u></b>				
Debt Service	\$ 319,575	\$ 309,630	\$ 309,630	\$ 323,890
<b>EXPENDITURES</b>	<b>\$ 319,575</b>	<b>\$ 309,630</b>	<b>\$ 309,630</b>	<b>\$ 323,890</b>
<b>REVENUE OVER(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF TROY**  
**2000 MTF DEBT SERVICE FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Grants	\$ 1,259,120	\$ 1,300,000	\$ 1,300,000	\$ -
Operating Transfer In	163,000	164,840	164,840	228,740
<b>REVENUE</b>	<b>\$ 1,422,120</b>	<b>\$ 1,464,840</b>	<b>\$ 1,464,840</b>	<b>\$ 228,740</b>
<b><u>EXPENDITURES</u></b>				
Debt Service	\$ 1,421,813	\$ 1,464,840	\$ 1,464,840	\$ 228,740
<b>EXPENDITURES</b>	<b>\$ 1,421,813</b>	<b>\$ 1,464,840</b>	<b>\$ 1,464,840</b>	<b>\$ 228,740</b>
<b>REVENUE OVER(UNDER) EXPENDITURES</b>	<b>\$ 307</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF TROY**  
**PROP. A BOND DEBT SERVICE FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Operating Transfer In	\$ 386,776	\$ 698,140	\$ 698,140	\$ 763,360
<b>REVENUE</b>	<b>\$ 386,776</b>	<b>\$ 698,140</b>	<b>\$ 698,140</b>	<b>\$ 763,360</b>
<b><u>EXPENDITURES</u></b>				
Debt Service	\$ 386,776	\$ 698,140	\$ 698,140	\$ 763,360
<b>EXPENDITURES</b>	<b>\$ 386,776</b>	<b>\$ 698,140</b>	<b>\$ 698,140</b>	<b>\$ 763,360</b>
<b>REVENUE OVER(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



CITY OF TROY  
PROPOSAL B BOND DEBT SERVICE FUND  
REVENUE AND EXPENDITURES

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Operating Transfer In	\$ 208,584	\$ 269,000	\$ 1,628,980	\$ 1,391,440
REVENUE	<b>\$ 208,584</b>	<b>\$ 269,000</b>	<b>\$ 1,628,980</b>	<b>\$ 1,391,440</b>
<b><u>EXPENDITURES</u></b>				
Debt Service	\$ 208,584	\$ 269,000	\$ 1,628,980	\$ 1,391,440
EXPENDITURES	<b>\$ 208,584</b>	<b>\$ 269,000</b>	<b>\$ 1,628,980</b>	<b>\$ 1,391,440</b>
REVENUE OVER(UNDER) EXPENDITURES	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF TROY  
PROPOSAL C DEBT SERVICE FUND  
REVENUE AND EXPENDITURES

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Operating Transfer In	\$ 737,331	\$ 1,175,760	\$ 1,175,760	\$ 1,258,510
REVENUE	<b>\$ 737,331</b>	<b>\$ 1,175,760</b>	<b>\$ 1,175,760</b>	<b>\$ 1,258,510</b>
<b><u>EXPENDITURES</u></b>				
Debt Service	\$ 737,331	\$ 1,175,760	\$ 1,175,760	\$ 1,258,510
EXPENDITURES	<b>\$ 737,331</b>	<b>\$ 1,175,760</b>	<b>\$ 1,175,760</b>	<b>\$ 1,258,510</b>
REVENUE OVER(UNDER) EXPENDITURES	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## DEBT SUMMARY

DESCRIPTION OF DEBT	Funding Sources	Debt Outstanding 6/30/03	Principal	Interest	Total
King Drain	Gen. Debt Fund	\$ 821,557	\$ 136,930	\$ 38,700	\$ 175,630
Proposal 'A' - Streets	Gen. Debt Fund	10,750,000	275,000	487,760	762,760
Proposal 'B' - Public Safety	Gen. Debt Fund	17,805,000	620,000	770,840	1,390,840
Proposal 'C' - Rec. Facilities	Gen. Debt Fund	17,520,000	450,000	807,910	1,257,910
George W. Kuhn Drain	Capital Proj. Fund	3,038,658	23,410	86,300	109,710
1995 MI Transportation Bonds	TDDA	1,975,000	225,000	98,490	323,490
MTF- Rochester Rd.	TDDA/GRANT	2,000,000	125,000	103,440	228,440
Refunding Bonds	TDDA	8,900,000	395,000	425,770	820,770
Development Bonds - Big Beaver	TDDA	13,105,000	565,000	626,870	1,191,870
Special Assessment Bonds	S/A	150,000	25,000	9,370	34,370
<b>TOTAL DEBT SERVICE</b>		<b>\$ 76,065,215</b>	<b>\$ 2,840,340</b>	<b>\$ 3,455,450</b>	<b>\$ 6,295,790</b>

Does not include debt serviced by Enterprise Funds.

## CAPITAL PROJECTS FUND & TAX SUPPORTED DEBT SERVICE

DEBT SERVICE	1999/00 Actual	2000/02 Actual	2001/02 Actual	2002/03 Budget	2003/04 Budget
<u>General Debt</u>					
Henry Graham Drain	\$ 690,397	\$ 650,457	\$ 610,516	\$ -	\$ -
Mastin Drain	118,096	111,265	104,433	-	-
McDonald Drain	115,469	133,594	-	-	-
Moxley Drain	213,466	-	-	-	-
Roth Drain	418,197	-	-	-	-
King Drain	125,025	144,175	139,870	135,515	175,630
Lanni Drain	108,644	102,062	-	-	-
Proposal 'A' - Streets	-	-	386,363	697,540	762,760
Proposal 'B' - Public Safety	-	-	208,171	268,395	1,390,840
Proposal 'C' - Rec. Facilities	-	-	736,918	1,175,158	1,257,910
<b>TOTAL GENERAL DEBT</b>	<b>\$ 1,789,294</b>	<b>\$ 1,141,553</b>	<b>\$ 2,186,271</b>	<b>\$ 2,276,608</b>	<b>\$ 3,587,140</b>
<u>Capital Projects</u>					
Building Auth. - Comm. Center	\$ 108,850	\$ 102,950	\$ -	\$ -	\$ -
1987 Street, Storm Sewer & Sidewalk Bonds	293,750	276,250	258,750	-	-
OTHS - Troy School District Land Contract	350,519	195,841	280,193	-	-
George W. Kuhn Drain	-	-	24,821	110,005	109,710
<b>TOTAL CAPITAL PROJECTS DEBT</b>	<b>\$ 753,119</b>	<b>\$ 575,041</b>	<b>\$ 563,764</b>	<b>\$ 110,005</b>	<b>\$ 109,710</b>

## SCHEDULE OF PRINCIPAL & INTEREST GENERAL DEBT FUND

FISCAL YEAR	KING DRAIN	PROP. 'A' STREETS	PROP. 'B' PUB. SAFETY	PROP. 'C' REC. FAC.	TOTAL
2003-04	\$ 175,624	\$ 762,759	\$ 1,390,840	\$ 1,257,908	\$ 3,587,131
2004-05	168,820	775,665	1,336,677	1,334,814	3,615,976
2005-06	206,370	788,134	1,316,113	1,407,570	3,718,187
2006-07	196,985	800,415	1,393,144	1,428,695	3,819,239
2007-08	187,406	835,728	1,382,626	1,423,702	3,829,462
2008-09	-	868,104	1,463,826	1,466,653	3,798,583
2009-10	-	849,128	1,479,482	1,456,721	3,785,331
2010-11	-	903,178	1,544,661	1,494,121	3,941,960
2011-12	-	904,878	1,508,851	1,479,021	3,892,750
2012-13	-	954,178	1,475,025	1,560,121	3,989,324
2013-14	-	950,653	1,444,968	1,537,013	3,932,634
2014-15	-	1,018,403	1,402,733	1,560,504	3,981,640
2015-16	-	983,135	1,467,180	1,506,129	3,956,444
2016-17	-	971,554	1,427,983	1,518,814	3,918,351
2017-18	-	958,092	1,284,135	1,512,198	3,754,425
2018-19	-	991,652	1,334,197	1,472,924	3,798,773
2019-20	-	972,544	1,281,275	1,480,649	3,734,468
2020-21	-	1,025,100	1,237,362	1,435,438	3,697,900
<b>TOTAL</b>	<b>\$ 935,205</b>	<b>\$ 16,313,300</b>	<b>\$ 25,171,078</b>	<b>\$ 26,332,995</b>	<b>\$68,752,578</b>

### CAPITAL PROJECTS & SPECIAL ASSESSMENT FUNDS

FISCAL YEAR	GEORGE W. KUHN DRAIN	1986 SPECIAL ASS'MT.
2003-04	\$ 109,710	\$ 34,370
2004-05	204,668	32,675
2005-06	203,986	55,125
2006-07	203,998	51,712
2007-08	203,885	-
2008-09	203,652	-
2009-10	203,575	-
2010-11	203,524	-
2011-12	203,237	-
2012-13	203,604	-
2013-14	203,436	-
2014-15	203,006	-
2015-16	203,339	-
2016-17	203,376	-
2017-18	203,373	-
2018-19	202,700	-
2019-20	202,662	-
2020-21	202,458	-
2021-22	202,856	-
2022-23	160,226	-
2023-24	159,956	-
2024-25	19,382	-
<b>TOTAL</b>	<b>\$ 4,110,609</b>	<b>\$ 173,882</b>

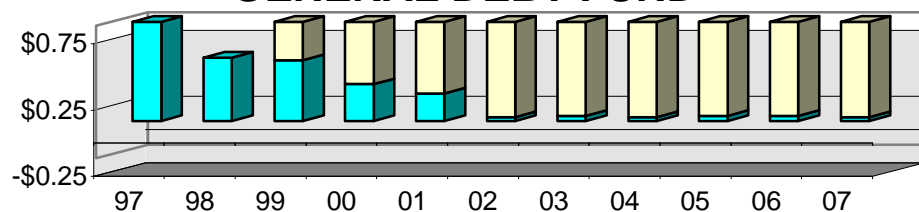
### ENTERPRISE FUNDS

FISCAL YEAR	TROY WATER SUPPLY	MBA GOLF COURSE
2003-04	\$ 817,000	\$ 557,770
2004-05	-	557,770
2005-06	-	754,520
2006-07	-	747,870
2007-08	-	839,032
2008-09	-	827,895
2009-10	-	816,195
2010-11	-	901,945
2011-12	-	885,446
2012-13	-	868,597
2013-14	-	851,247
2014-15	-	881,248
2015-16	-	908,998
2016-17	-	886,748
2017-18	-	864,248
2018-19	-	939,123
2019-20	-	910,999
2020-21	-	882,124
2021-22	-	852,500
2022-23	-	920,000
2023-24	-	885,000
2024-25	-	947,500
2025-26	-	907,500
2026-27	-	916,250
2027-28	-	922,500
<b>TOTAL</b>	<b>\$ 817,000</b>	<b>\$21,233,025</b>

## SCHEDULE OF PRINCIPAL AND INTEREST ALL FUNDS

FISCAL YEAR	GENERAL DEBT FUND	CAPITAL PROJECTS FUND	SPECIAL ASS'MT FUND	WATER FUND	MBA GOLF COURSE FUND	TOTAL
2003-04	\$ 3,587,131	\$ 109,710	\$ 34,370	\$ 817,000	\$ 557,770	\$ 5,105,981
2004-05	3,615,976	204,668	32,675	-	557,770	4,411,089
2005-06	3,718,187	203,986	55,125	-	754,520	4,731,818
2006-07	3,819,239	203,998	51,712	-	747,870	4,822,819
2007-08	3,829,462	203,885	-	-	839,032	4,872,379
2008-09	3,798,583	203,652	-	-	827,895	4,830,130
2009-10	3,785,331	203,575	-	-	816,195	4,805,101
2010-11	3,941,960	203,524	-	-	901,945	5,047,429
2011-12	3,892,750	203,237	-	-	885,446	4,981,433
2012-13	3,989,324	203,604	-	-	868,597	5,061,525
2013-14	3,932,634	203,436	-	-	851,247	4,987,317
2014-15	3,981,640	203,006	-	-	881,248	5,065,894
2015-16	3,956,444	203,339	-	-	908,998	5,068,781
2016-17	3,918,351	203,376	-	-	886,748	5,008,475
2017-18	3,754,425	203,373	-	-	864,248	4,822,046
2018-19	3,798,773	202,700	-	-	939,123	4,940,596
2019-20	3,734,468	202,662	-	-	910,999	4,848,129
2020-21	3,697,900	202,458	-	-	882,124	4,782,482
2021-22	-	202,856	-	-	852,500	1,055,356
2022-23	-	160,226	-	-	920,000	1,080,226
2023-24	-	159,956	-	-	885,000	1,044,956
2024-25	-	19,382	-	-	947,500	966,882
2025-26	-	-	-	-	907,500	907,500
2026-27	-	-	-	-	916,250	916,250
2027-28	-	-	-	-	922,500	922,500
<b>TOTAL</b>	<b>\$ 68,752,578</b>	<b>\$ 4,110,609</b>	<b>\$ 173,882</b>	<b>\$ 817,000</b>	<b>\$ 21,233,025</b>	<b>\$ 95,087,094</b>

### PROJECTED MILLAGE RATE REQUIREMENTS GENERAL DEBT FUND



Based on a 3% annual increase in taxable value.

Upper portion of bars represent debt requirement as a result of Bond Issue Proposals A, B and C.

# **FUND STATEMENT**

## **CAPITAL PROJECTS FUND:**

The City of Troy uses a Capital Projects Fund to account for the development, improvement, repair of Capital facilities, and the purchase of Capital vehicles and equipment not financed by other funds. The receipt and disbursement of resources to be utilized for the construction or acquisition of Capital facilities, and the performance of activities financed by governmental funds is accounted for by Capital funds. Receipts for such purposes arise from Capital operating millage, the sale of general obligation bonds, grants from other governmental units, transfers from other funds, or gifts from individuals or organizations.

The reason for creating a fund to account for Capital projects, vehicles and equipment is to provide a formal mechanism that enables administrators to ensure that revenues dedicated to a certain purpose are used for that purpose and no other. This fund enables administrators to report to creditors and other grantors of Capital projects fund resources that their requirements regarding the use of the resources were met.

As with all governmental funds, the Capital Projects Fund concentrates on inflows and outflows of available, spendable resources. Therefore, the Capital Projects Fund uses the modified accrual basis of accounting. The Capital Projects Fund has the authority to continue expenditures within prescribed limits until a project is completed.

Capital for funding in fiscal year 2003/04 totals \$30.2 million.

The following is a breakdown of the planned Capital projects:

- \$4.0 million for Land Improvements:
  - \$.9 million - Historic Green development
  - \$.3 million - Park development
  - \$1.9 million – Section 1 golf course construction
- \$3.5 million for Buildings and Improvements:
  - \$.1.3 million – Police Administration furniture and fixtures
  - \$.7 million - Fire buildings
  - \$.5 million - Museum repairs
  - \$.6 million - City Hall renovation
- \$2.0 million for Equipment:
  - \$1.3 million - Computer equipment and software
  - \$.2 million Police communication
- \$.4 million for Apparatus Replacement:
  - \$.4 million - Fire Department replacement program
- \$19.4 million for Public Works Construction:
  - \$1.6 million - Drain improvements
  - \$14.4 million - Major roads construction and improvements
  - \$2.8 million - Local roads construction and improvements
  - \$.5 million - Sidewalks construction
  - \$.2 million - Traffic signals

**CITY OF TROY  
CAPITAL FUND  
REVENUE AND EXPENDITURES**

<b>DESCRIPTION</b>	<b>2001 Actual</b>	<b>2002 Projected</b>	<b>2002 Budget</b>	<b>2003 Budget</b>
<b><u>REVENUE</u></b>				
Taxes	\$ 7,228,347	\$ 7,425,300	\$ 7,405,000	\$ 7,594,000
Federal Grants	30,964	122,540	92,000	-
State Grants	1,238,581	1,466,160	622,700	7,454,250
Contributions - Local	1,691,570	4,669,150	2,643,150	-
Charges for Service	292,350	170,000	175,000	160,000
Interest and Rents	581,734	454,800	600,000	400,000
Other Revenue	268,193	847,000	573,000	-
Bond Proceeds	15,478,510	12,000,000	12,000,000	-
Operating Transfer In	13,371,398	10,700,000	24,138,710	14,608,910
<b>REVENUE</b>	<b>\$ 40,181,647</b>	<b>\$37,854,950</b>	<b>\$ 48,249,560</b>	<b>\$ 30,217,160</b>
<b><u>EXPENDITURES</u></b>				
<b><u>PURCHASING</u></b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ 20,000
<b><u>TREASURER</u></b>				
Capital Outlay	-	-	9,700	-
<b><u>INFORMATION TECHNOLOGY</u></b>				
Capital Outlay	272,893	472,000	1,147,550	1,320,500
<b><u>CITY HALL</u></b>				
Capital Outlay	66,904	540,000	900,000	600,000
Operating Transfer Out	-	-	-	1,408,000
<b><u>CATV - COMMUNITY AFFAIRS</u></b>				
Capital Outlay	179,548	50,000	50,000	110,000
<b><u>DISTRICT COURT</u></b>				
Capital Outlay	-	-	96,000	120,000
<b><u>POLICE ADMINISTRATION</u></b>				
Capital Outlay	5,200	15,000	1,215,000	1,358,000
<b><u>POLICE UNIFORM PATROL</u></b>				
Capital Outlay	34,404	175,000	175,000	63,800
<b><u>POLICE COMMUNICATIONS</u></b>				
Capital Outlay	108,457	256,960	273,790	162,300
<b><u>FIRE VEHICLES</u></b>				
Capital Outlay	477,541	427,640	803,740	380,000
<b><u>FIRE BUILDINGS &amp; REPAIR</u></b>				
Capital Outlay	150,851	388,630	538,280	686,750

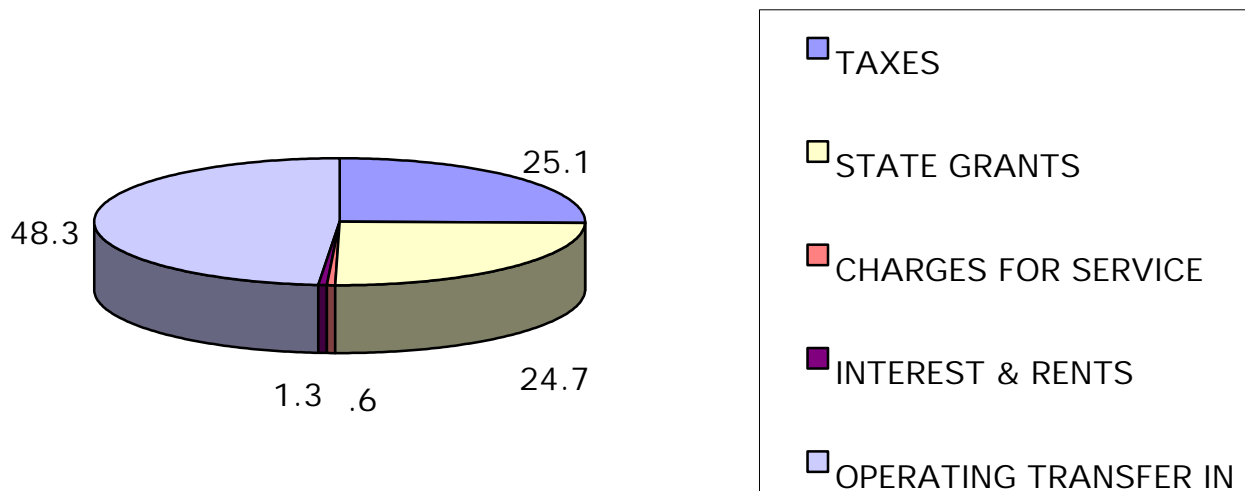
**CITY OF TROY**  
**CAPITAL FUND**  
**REVENUE AND EXPENDITURES**

<b>DESCRIPTION</b>	<b>2001 Actual</b>	<b>2002 Projected</b>	<b>2002 Budget</b>	<b>2003 Budget</b>
<b>BUILDING INSPECTION</b>				
Capital Outlay	\$ 1,597	\$ 163,000	\$ 163,000	\$ 30,000
<b>PLANNING</b>				
Capital Outlay	-	-	25,000	-
<b>GENERAL ENGINEERING</b>				
Capital Outlay	66,741	66,000	70,940	-
<b>STREET LIGHTING</b>				
Capital Outlay	5,800	-	20,000	20,000
<b>PUBLIC WORKS ADMINISTRATION</b>				
Capital Outlay	526,138	391,660	464,320	342,000
<b>MAJOR ROADS</b>				
Capital Outlay	19,574,889	11,580,150	21,315,680	14,354,300
Debt Service	259,350	-	-	-
<b>MAJOR ROADS</b>	<b>\$ 19,834,239</b>	<b>\$ 11,580,150</b>	<b>\$ 21,315,680</b>	<b>\$ 14,354,300</b>
<b>LOCAL ROADS</b>				
Capital Outlay	871,879	1,199,530	2,150,710	2,820,000
<b>SIDEWALKS</b>				
Capital Outlay	514,680	1,467,000	1,494,740	495,000
<b>DRAINS</b>				
Capital Outlay	2,669,059	488,000	1,276,970	1,553,160
Debt Service	22,730	110,110	110,010	109,810
<b>DRAINS</b>	<b>\$ 2,691,789</b>	<b>\$ 598,110</b>	<b>\$ 1,386,980</b>	<b>\$ 1,662,970</b>
<b>TRAFFIC SIGNALS</b>				
Capital Outlay	114,092	230,000	585,900	200,000
<b>RECYCLING</b>				
Capital Outlay	-	20,000	20,000	-
<b>PARKS &amp; RECREATION</b>				
<b>SECTION 1 DEVELOPMENT</b>				
Other Services/Charges	84,776	155,000	200,000	-
Capital Outlay	2,420,783	8,006,560	9,300,000	1,923,000
<b>SECTION 1 DEVELOPMENT</b>	<b>\$ 2,505,559</b>	<b>\$ 8,161,560</b>	<b>\$ 9,500,000</b>	<b>\$ 1,923,000</b>
<b>PARKS &amp; RECREATION ADMINISTRATION</b>				
Capital Outlay	431,922	192,400	461,140	145,000

**CITY OF TROY  
CAPITAL FUND  
REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>COMMUNITY CENTER</b>				
Capital Outlay	\$ 23,972	\$ 40,000	\$ -	\$ 25,000
Debt Service	280,192	-	-	-
<b>COMMUNITY CENTER</b>	<b>\$ 304,164</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>MUNICIPAL GROUNDS</b>				
Capital Outlay	243,577	105,000	453,950	202,000
<b>PARK DEVELOPMENT</b>				
Capital Outlay	950,270	1,228,280	2,553,760	261,000
<b>LIBRARY</b>				
Capital Outlay	621,894	719,030	719,030	125,000
<b>MUSEUM</b>				
Capital Outlay	281,845	617,810	1,655,350	1,382,540
<b>EXPENDITURES</b>	<b>\$ 31,261,984</b>	<b>\$29,104,760</b>	<b>\$ 48,249,560</b>	<b>\$ 30,217,160</b>
<b>REVENUE OVER(UNDER) EXPEND.</b>	<b>\$ 8,919,663</b>	<b>\$ 8,750,190</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL FUND REVENUE**





**CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND  
DEPARTMENT SUMMARY**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>00401 CAPITAL FUND</b>					
BIN	Building Inspection				
	401371 BUILDING INSPECTION				
	7975 Buildings & Improvements	\$ 1,597	\$ 20,000	\$ 20,000	\$ 20,000
	7980 Equipment-Office	-	143,000	143,000	10,000
	<b>BIN BUILDING INSPECTION</b>	<b>\$ 1,597</b>	<b>\$ 163,000</b>	<b>\$ 163,000</b>	<b>\$ 30,000</b>
DRA	Drains				
	401516 DRAINS				
	7980 Equipment-Office	\$ 7,707	\$ -	\$ 500	\$ -
	7989 Public Works Construction	2,661,353	488,000	1,276,470	1,553,160
	7991 Principal	-	23,020	23,020	23,410
	7995 Interest	22,726	86,990	86,990	86,300
	7998 Other Fees	4	100	-	100
	<b>DRA DRAINS</b>	<b>\$ 2,691,790</b>	<b>\$ 598,110</b>	<b>\$ 1,386,980</b>	<b>\$ 1,662,970</b>
ENG	Engineering				
	401444 GENERAL ENGINEERING				
	7975 Buildings & Improvements	\$ 10,294	\$ 48,000	\$ 60,940	\$ -
	7978 Equipment-General	56,447	18,000	10,000	-
	<b>ENG ENGINEERING</b>	<b>\$ 66,741</b>	<b>\$ 66,000</b>	<b>\$ 70,940</b>	<b>\$ -</b>
FIN	Finance				
	401233 PURCHASING				
	7980 Equipment-Office	\$ -	\$ -	\$ -	\$ 20,000
	401253 TREASURER				
	7980 Equipment-Office	-	-	9,700	-
	401267 CATV - MUNICIPAL CHANNEL				
	7978 Equipment-General	179,548	50,000	50,000	50,000
	7980 Equipment-Office	-	-	-	60,000
	<b>FIN FINANCE</b>	<b>\$ 179,548</b>	<b>\$ 50,000</b>	<b>\$ 59,700</b>	<b>\$ 130,000</b>
FIR	Fire				
	401338 FIRE VEHICLES				
	7984 Apparatus Replacement	\$ 477,541	\$ 427,640	\$ 803,740	\$ 380,000
	401344 FIRE BUILDINGS & REPAIRS				
	7975 Buildings & Improvements	150,851	388,630	538,280	686,750
	<b>FIR FIRE</b>	<b>\$ 628,392</b>	<b>\$ 816,270</b>	<b>\$ 1,342,020</b>	<b>\$ 1,066,750</b>

**CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND  
DEPARTMENT SUMMARY**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>00401 CAPITAL FUND</b>					
IT	Information Technology				
	401258 INFORMATION TECHNOLOGY				
	7980 Equipment-Office	\$ 272,893	\$ 472,000	\$ 1,147,550	\$ 1,320,500
	<b>IT INFORMATION TECHNOLOGY</b>	<b>\$ 272,893</b>	<b>\$ 472,000</b>	<b>\$ 1,147,550</b>	<b>\$ 1,320,500</b>
LIB	Library				
	401790 LIBRARY				
	7975 Buildings & Improvements	\$ 601,125	\$ 546,210	\$ 546,210	\$ 75,000
	7980 Equipment-Office	20,770	172,820	172,820	50,000
	<b>LIB LIBRARY</b>	<b>\$ 621,895</b>	<b>\$ 719,030</b>	<b>\$ 719,030</b>	<b>\$ 125,000</b>
MUS	Museum				
	401804 MUSEUM				
	7974 Land Improvements	\$ 142,896	\$ 516,010	\$ 1,413,550	\$ 897,540
	7975 Buildings & Improvements	138,948	91,800	231,800	480,000
	7978 Equipment-General	-	10,000	10,000	5,000
	<b>MUS MUSEUM</b>	<b>\$ 281,844</b>	<b>\$ 617,810</b>	<b>\$ 1,655,350</b>	<b>\$ 1,382,540</b>
OGG	Other General Government				
	401265 CITY HALL				
	7975 Buildings & Improvements	\$ 66,904	\$ 540,000	\$ 900,000	\$ 600,000
	8999 Operating Transfer Out	-	-	-	1,408,000
	<b>401265 CITY HALL</b>	<b>\$ 66,904</b>	<b>\$ 540,000</b>	<b>\$ 900,000</b>	<b>\$ 2,008,000</b>
	401268 DISTRICT COURT				
	7975 Buildings & Improvements	\$ -	\$ -	\$ 96,000	\$ 120,000
	401532 RECYCLING				
	7978 Equipment-General	-	20,000	20,000	-
	<b>OGG OTHER GENERAL GOVERNMENT</b>	<b>\$ 66,904</b>	<b>\$ 560,000</b>	<b>\$ 1,016,000</b>	<b>\$ 2,128,000</b>
PLN	Planning				
	401400 PLANNING				
	7980 Equipment-Office	\$ -	\$ -	\$ 25,000	\$ -
	<b>PLN PLANNING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>

**CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND  
DEPARTMENT SUMMARY**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>00401 CAPITAL FUND</b>					
POL	Police				
	401305 POLICE ADMINISTRATION				
	7975 Buildings & Improvements	\$ -	\$ -	\$ 1,200,000	\$ 1,310,000
	7978 Equipment-General	5,200	15,000	15,000	48,000
	<b>401305 POLICE ADMINISTRATION</b>	<b>\$ 5,200</b>	<b>\$ 15,000</b>	<b>\$ 1,215,000</b>	<b>\$ 1,358,000</b>
	401315 POLICE UNIFORM PATROL				
	7978 Equipment-General	\$ 34,404	\$ 140,000	\$ 140,000	\$ 63,800
	7979 Equipment-Vehicle	-	35,000	35,000	-
	<b>401315 POLICE UNIFORM PATROL</b>	<b>\$ 34,404</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 63,800</b>
	401325 POLICE COMMUNICATIONS				
	7980 Equipment-Office	\$ 108,457	\$ 256,960	\$ 273,790	\$ 162,300
	<b>401325 POLICE COMMUNICATIONS</b>	<b>\$ 108,457</b>	<b>\$ 256,960</b>	<b>\$ 273,790</b>	<b>\$ 162,300</b>
	<b>POL POLICE</b>	<b>\$ 148,061</b>	<b>\$ 446,960</b>	<b>\$ 1,663,790</b>	<b>\$ 1,584,100</b>
REC	Parks and Recreation				
	401583 SECTION 1 DEVELOPMENT				
	7816 Consultant Services	\$ 84,776	\$ 155,000	\$ 200,000	\$ -
	7971 Land	1,397,212	6,560	-	-
	7974 Land Improvements	1,023,571	8,000,000	9,300,000	1,923,000
	<b>401583 SECTION 1 DEVELOPMENT</b>	<b>\$ 2,505,559</b>	<b>\$ 8,161,560</b>	<b>\$ 9,500,000</b>	<b>\$ 1,923,000</b>
	401752 PARKS & REC ADMINISTRATION				
	7974 Land Improvements	\$ 2,864	\$ 116,000	\$ 327,140	\$ 135,000
	7975 Buildings & Improvements	140,962	1,400	-	-
	7978 Equipment-General	288,095	75,000	134,000	10,000
	<b>401752 PARKS &amp; REC ADMINISTRATION</b>	<b>\$ 431,921</b>	<b>\$ 192,400</b>	<b>\$ 461,140</b>	<b>\$ 145,000</b>
	401755 COMMUNITY CENTER				
	7978 Equipment-General	\$ 23,972	\$ 40,000	\$ -	\$ 25,000
	7991 Principal	280,192	-	-	-
	<b>401755 COMMUNITY CENTER</b>	<b>\$ 304,164</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>
	401756 MUNICIPAL GROUNDS				
	7974 Land Improvements	\$ 163,998	\$ 80,000	\$ 383,950	\$ 187,000
	7978 Equipment-General	79,579	25,000	70,000	15,000
	<b>401756 MUNICIPAL GROUNDS</b>	<b>\$ 243,577</b>	<b>\$ 105,000</b>	<b>\$ 453,950</b>	<b>\$ 202,000</b>
	401770 PARK DEVELOPMENT				
	7974 Land Improvements	\$ 950,270	\$ 1,228,280	\$ 2,553,760	\$ 261,000
	<b>401770 PARK DEVELOPMENT</b>	<b>\$ 950,270</b>	<b>\$ 1,228,280</b>	<b>\$ 2,553,760</b>	<b>\$ 261,000</b>
	<b>REC PARKS AND RECREATION</b>	<b>\$ 4,435,491</b>	<b>\$ 9,727,240</b>	<b>\$12,968,850</b>	<b>\$ 2,556,000</b>

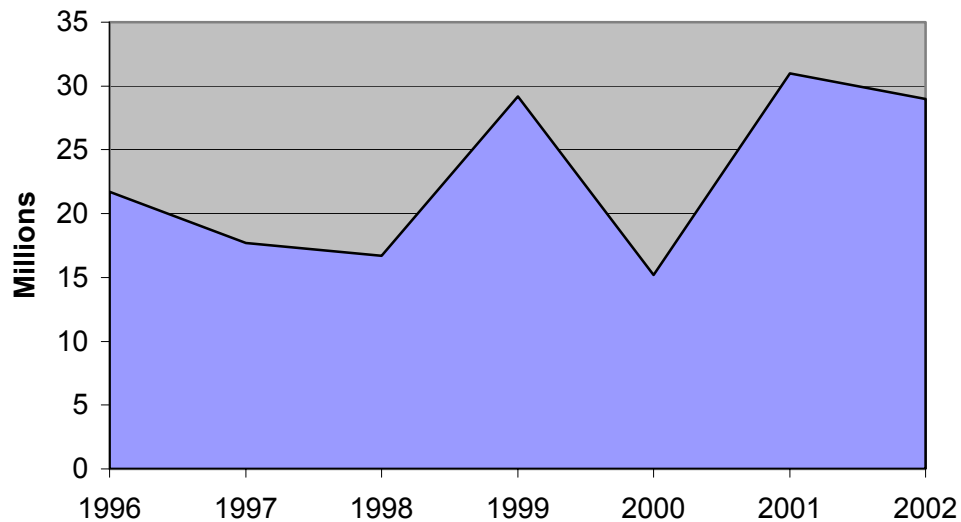
**CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND  
DEPARTMENT SUMMARY**

DESCRIPTION		2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>00401 CAPITAL FUND</b>					
STS Streets					
401448 STREET LIGHTING					
7978 Equipment-General		\$ 5,800	\$ -	\$ 20,000	\$ 20,000
401448 STREET LIGHTING		\$ 5,800	\$ -	\$ 20,000	\$ 20,000
401464 PUBLIC WORKS ADMINISTRATION					
7974 Land Improvements		\$ 158,540	\$ 107,400	\$ 107,400	\$ 75,000
7975 Buildings & Improvements		352,217	200,600	273,260	153,000
7978 Equipment-General		1,340	83,660	83,660	114,000
7980 Equipment-Office		14,042	-	-	-
401464 PUBLIC WORKS ADMINISTRATION		\$ 526,139	\$ 391,660	\$ 464,320	\$ 342,000
401479 MAJOR ROADS					
7989 Public Works Construction		\$19,574,889	\$11,580,150	\$21,315,680	\$14,354,300
7991 Principal		250,000	-	-	-
7995 Interest		8,750	-	-	-
7998 Other Fees		600	-	-	-
401479 MAJOR ROADS		\$19,834,239	\$11,580,150	\$21,315,680	\$14,354,300
401499 LOCAL ROADS					
7989 Public Works Construction		\$ 871,879	\$ 1,199,530	\$ 2,150,710	\$ 2,820,000
401499 LOCAL ROADS		\$ 871,879	\$ 1,199,530	\$ 2,150,710	\$ 2,820,000
401513 SIDEWALKS					
7989 Public Works Construction		\$ 514,680	\$ 1,467,000	\$ 1,494,740	\$ 495,000
401513 SIDEWALKS		\$ 514,680	\$ 1,467,000	\$ 1,494,740	\$ 495,000
401520 TRAFFIC SIGNALS					
7989 Public Works Construction		\$ 114,092	\$ 230,000	\$ 585,900	\$ 200,000
401520 TRAFFIC SIGNALS		\$ 114,092	\$ 230,000	\$ 585,900	\$ 200,000
STS STREETS		\$21,866,829	\$14,868,340	\$26,031,350	\$18,231,300
<b>00401 CAPITAL FUND</b>		<b>\$31,261,985</b>	<b>\$29,104,760</b>	<b>\$48,249,560</b>	<b>\$30,217,160</b>

# SUMMARY OF FUTURE PROJECTS

<u>CATEGORY</u>	<u>ESTIMATED COST</u>
Major Roads	\$363,000,000
Local Roads	4,700,000
Municipal Parking Lots	450,000
Water Distribution System	11,450,000
Storm Drains	33,257,000
Sanitary Sewer System	15,300,000
Sidewalk Trail Systems	39,200,000
Parks and Recreation Master Plan	<u>5,000,000</u>
<b>Total:</b>	<b>\$472,357,000</b>

## EXPENDITURE HISTORY



## MAJOR ROADS 2003/04 BUDGET

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. to 12/31/02	02/03 EXPEND. to 6/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. 03/04	NEW APPROPR. 03/04	PROPOSED 03/04 BUDGET	FUTURE YEARS	EST. START DATE	EST. FINISH DATE	COMMENTS OR FOOTNOTES
1	00.105.5	WB Maple RTL Extension at Coolidge	102,000	51,000	51,000	91,000	7,012	36,000	55,000	5,000	0	5,000		Done		CMAQ-\$51k 2002
2	00.106.5	Coolidge LT Storage Under I-75	125,000	84,000	41,000	47,000	0	5,000	42,000	42,000	18,000	60,000	24,000	2004		CMAQ-\$41k 2004
3	00.107.5	Crooks, Extend LT Storage EB @ Kirts & TS	200,000	92,000	108,000	9,500	0	84,000	(74,500)	0	0	0		Done		CMAQ-\$61k 2004; \$17k RCOC 6/30
4	00.108.5	Wattles RTL at Forsyth	182,000	91,000	91,000	91,000	52,519	60,000	31,000	31,000	33,000	64,000	27,000	2004		CMAQ-\$91k 2004; \$60k ROW
5	00.109.5	Wattles EB&WB RTL at Coolidge	276,000	138,000	138,000	188,000	0	30,000	158,000	100,000	0	100,000	40,000	2004		CMAQ-\$138k 2004; \$30k ROW
6	00.112.3	Coolidge, Maple to South	4,100,000	2,200,000	1,900,000	0	180,909	280,000	(280,000)	0	0	0		Done		Consent Judgment; \$1,750k SAD
7	01.102.5	Square Lake @ Rochester	200,000	200,000	0	0	0	0	0	0	0	0	200,000	2004+		NB & SB RTL's
8	01.103.5	Rochester @ South Blvd.	125,000	75,000	50,000	75,000	0	0	75,000	75,000	175,000	250,000	25,000	2004		CMAQ-\$50k 2004; \$200k ROW
9	01.104.5	Coolidge @ South Blvd.	150,000	150,000	0	0	0	0	0	0	0	0	150,000	2004+		NB RTL
10	01.105.5	Big Beaver, Rochester to Dequindre	120,000	32,000	88,000	120,000	0	20,000	100,000	100,000	20,000	120,000		2003		P.E.; \$88k "02-STP"; \$88k FF 03-04
11	01.105.5	Big Beaver, Rochester to Dequindre	4,200,000	840,000	3,360,000	4,022,000	0	22,000	4,000,000	3,000,000	0	3,000,000	1,000,000	2004		R.O.W.; \$3,360k "02-C"; \$3,360k FF 03-04
12	01.106.5	Wattles, East & West of Rochester	110,000	46,000	64,000	110,000	78,564	95,000	15,000	15,000	0	15,000		2002		P.E.; \$64k "01-STP"; \$64k FF 6/30
13	01.107.6	I75 Bridge Decks - Square Lake & Adams	781,600	19,500	762,100	0	1,832	3,800	(3,800)	0	0	0		Done		Local Share
14	01.108.6	I75 Shoulder Upgrade - 14 Mile to Adams	1,883,500	23,500	1,860,000	0	0	7,100	(7,100)	0	0	0		Done		Local Share
15	02.105.5	TDM Program - Phase I	65,000	16,250	48,750	65,000	0	5,000	60,000	60,000	0	60,000		2003		CMAQ-\$48.75k 2003; 48.75k FF 03-04
16	02.201.5	Stephenson, 14 Mile to I75	230,000	110,500	119,500	190,000	28,171	205,000	(15,000)	0	40,000	40,000		2002		P.E. Only; \$119.5k "02-STP"; \$100k FF 6/30; \$19.5 FF 03-04
17	02.202.5	Dequindre, Long Lake to Auburn	1,250,000	42,500	1,207,500	45,000	0	8,000	37,000	7,000	0	7,000		2002		PE; \$440k "02-C" RCOC/MCRC/SHL\$82.5k/TP\$14,167
18	02.203.5	John R, Long Lake to Square Lake	375,000	228,500	146,500	300,000	1,608	250,000	50,000	50,000	75,000	125,000		2002		P.E. Only; \$146.5k "02-C"; \$95k FF 6/30; \$51k FF 03-04
19	02.203.5	John R, Long Lake to Square Lake	500,000	100,000	400,000	0	0	0	0	0	500,000	500,000		2003		ROW; \$400k "03-C"; \$400k FF 03-04
20	02.204.5	John R, Square Lake to South Blvd.	330,000	183,500	146,500	245,000	1,608	220,000	25,000	25,000	85,000	110,000		2002		P.E. Only; \$146.5k "02-C"; \$95k FF 6/30; \$51k FF 03-04
21	02.205.5	Livernois, Long Lake to Square Lake	335,000	115,500	219,500	275,000	7,873	220,000	55,000	55,000	60,000	115,000		2002		P.E. Only; \$219.5k "02-C"; \$145k FF 6/30; \$75k FF 03-04
22	02.206.5	Rochester, Barclay to Trinway	575,000	115,000	460,000	625,000	2,932	200,000	425,000	275,000	0	275,000	100,000	2002		P.E. Only; \$460k "02-C"; \$160k FF 6/30; \$220 FF 03-04
23	02.110.6	I75, 13 Mile to M-59	2,343,700	29,300	2,314,400	0	0	0	0	0	29,300	29,300		2003		Mill & Resurface
24		Crack Sealing Program	75,000	75,000	0	37,500	0	37,500	0	0	75,000	75,000				By D.P.W.
25		Slab Replacement - Major Roads	400,000	400,000	0	400,000	292,456	400,000	0	0	200,000	200,000				By D.P.W.
26		Major Road Construction	5,633,680	5,633,680	0	5,633,680	0	0	5,633,680	0	0	0				Contingency
27		Industrial Road Maintenance	800,000	800,000	0	800,000	0	0	800,000	0	0	0				By D.P.W.
28	89.206.5	Rochester, I-75 to Torpey	13,350,000	2,670,000	10,680,000	250,000	56,242	250,000	0	0	0	0		Done		Fed. Demo. Grant \$4,500 K; DDA/Adv.Const./Bond
29	90.101.6	Dequindre, 14 Mile to Maple				0	19,872	19,900	(19,900)	0	0	0		Done		Contract Reconciliation
30	90.903.1	Maplelawn, Crooks to Maple	200,000	200,000	0	200,000	0	150,000	50,000	50,000	0	50,000				PE - \$200k
31	90.903.1	Maplelawn, Crooks to Maple	3,500,000	3,500,000	0	0	0	0	0	0	2,300,000	2,300,000	1,000,000			CONST
32	91.204.5	Long Lake, Falmouth to Carnaby	12,327,270	6,589,270	5,738,000	0	38	50	(50)	0	0	0		Done		1993 \$914,000; P.E. \$224,000 1993 FAUS
33	92.102.5	John R & 14 Mile Landscaping	960,000	534,840	425,160	0	82,966	100,000	(100,000)	0	0	0		Done		\$247,544 Fed;\$44,166 Mad. Hts;\$133,452 Tri-Party

## MAJOR ROADS 2003/04 BUDGET

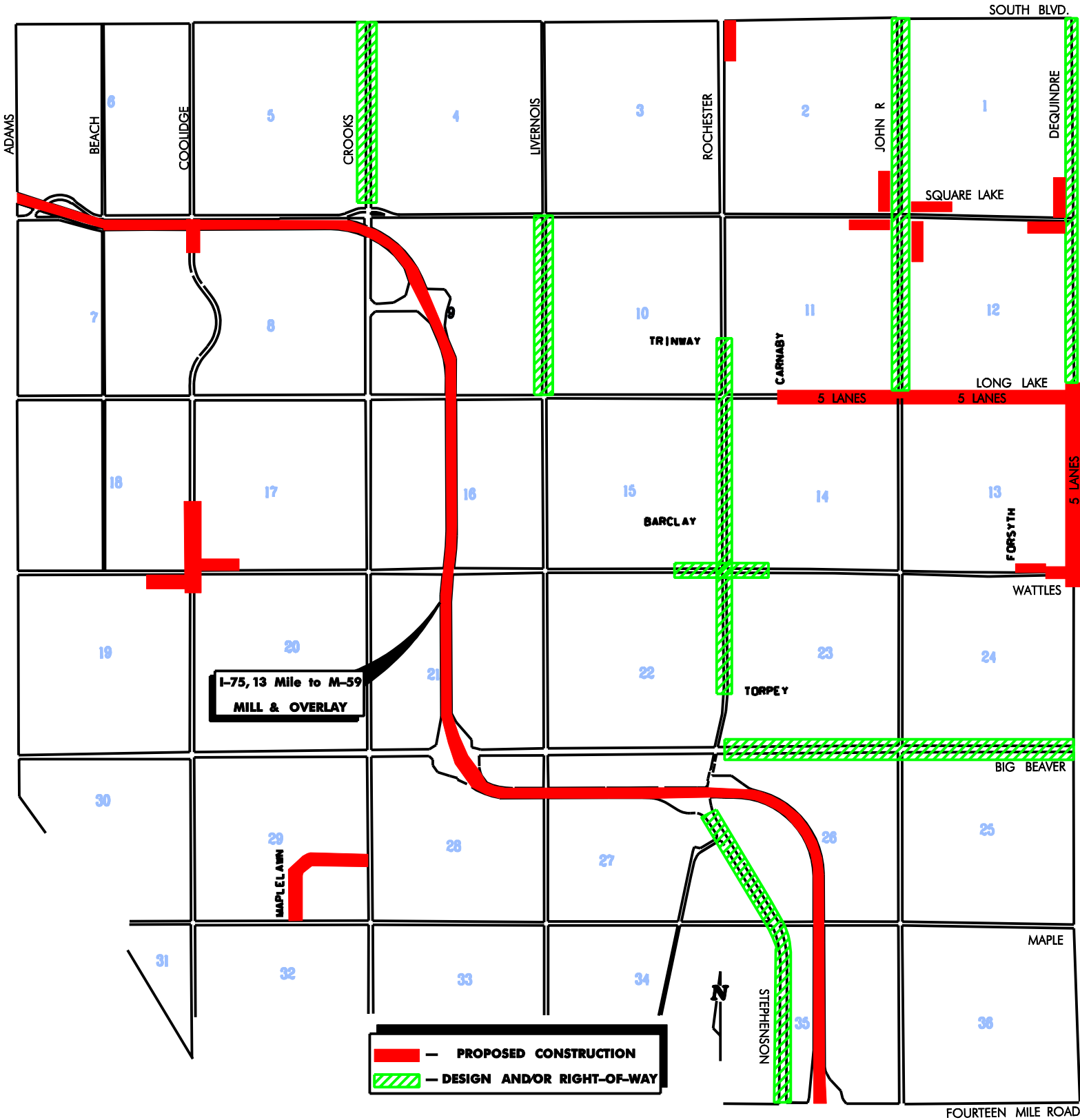
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. to 12/31/02	02/03 EXPEND. to 6/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. 03/04	NEW APPROP. 03/04	PROPOSED 03/04 BUDGET	FUTURE YEARS	EST. START DATE	EST. FINISH DATE	COMMENTS OR FOOTNOTES
34	92.202.5	Maple Road, Coolidge to Eton	130,000	32,500	97,500	0	0	5,000	(5,000)	0	0	0		Done		PE; \$33,600
	92.202.5	Maple Road, Coolidge to Eton	1,000,000	350,000	650,000	0	0	0	0	0	0	0		Done		ROW; \$1,000k
	92.202.5	Maple Road, Coolidge to Eton	2,500,000	183,640	2,324,360	620,000	868,343	2,500,000	(1,880,000)	0	0	0		2002		CON:\$908k "03-STP";\$1,092k"04-STP";\$2,000k Bham 6/30
35	92.203.5	Long Lake,Carnaby to John R. (BOND)	160,000	71,200	88,800	0	0	0	0	0	0	0		Done		P.E.; \$88,800 "94-C"
	92.203.5	Long Lake, Carnaby to John R (BOND)	400,000	400,000	0	0	0	0	0	0	0	0		Done		ROW
	92.203.5	Long Lake, Carnaby to John R (BOND)	4,675,000	935,000	3,740,000	600,000	3,254	360,000	240,000	240,000	0	240,000		2002		CON \$3,740k"02-STP";\$360k BOND 6/30
36	93.207.6	Big Beav.,I-75 to Liv. & Adams-Cool.	396,000	74,000	323,780	0	0	0	0	0	0	0		Done		P.E.;
	93.207.6	Big Beav.,I-75 to Liv. & Adams-Cool.	804,000	804,000	221,000	0	0	0	0	0	0	0		Done		R.O.W.
	93.207.6	Big Beav, I-75 to Liv. & Adams-Cool.	7,748,000	450,000	7,298,000	300,000	44,968	300,000	0	0	0	0		Done		CONST; \$4,920k "01-C"
37	94.108.6	Crooks, Square Lake to Auburn (BOND)	570,000	28,500	541,500	18,000	2,792	15,000	3,000	3,000	0	3,000		2002		PE; \$15k BOND 6/30
	94.108.6	Crooks, Square Lake to Auburn (BOND)	800,000	80,000	720,000	500,000	0	20,000	480,000	480,000	300,000	780,000		2003		ROW; \$20k FF 6/30; \$700k FF 03-04
	94.108.6	Crooks, Square Lake to Auburn (BOND)	11,990,000	563,000	11,427,000	0	0	0	0	0	0	0		2004		CONST;\$9,740k "03-C"
38	94.203.5	Long Lake, John R. to Dequindre (BOND)	310,000	285,000	25,000	0	0	0	0	0	0	0		Done		P.E.;\$25k "95-STP"
	94.203.5	Long Lake, John R. to Dequindre (BOND)	400,000	400,000	0	0	0	0	0	0	0	0		Done		ROW;
	94.203.5	Long Lake, John R. to Dequindre (BOND)	6,500,000	1,200,000	5,300,000	3,794,000	1,547,780	3,794,000	0	0	2,706,000	2,706,000		2002		CON;\$5,300k"03-STP";\$3,794kBOND6/30;\$2,000kFF 03-04
39	94.204.5	Coolidge - Wattles Intersection	750,000	750,000	0	750,000	0	0	750,000	750,000	0	750,000		2004		Intersection Realignment with CMAQ project
40	95.201.5	Livernois, Wattles to Long Lake (BOND)	300,000	300,000	0	0	0	0	0	0	0	0		Done		PE;
	95.201.5	Livernois, Wattles to Long Lake (BOND)	983,000	983,000	0	0	0	0	0	0	0	0		Done		ROW;
	95.201.5	Livernois, Wattles to Long Lake (BOND)	6,732,900	5,534,380	1,198,520	0	484,436	700,000	(700,000)	0	200,000	200,000		Done		CONST;
41	95.203.5	South Blvd. at Rochester Intersection			0	0	3,778	3,800	(3,800)	0	0	0	800,000			Overlay
42	96.101.5	Coolidge, Long Lake to Square Lake	800,000	800,000	0	0	0	0	0	0	0	0	800,000			Overlay
43	96.102.5	Coolidge, Lexington to Wattles	550,000	550,000	0	0	0	0	0	0	0	0	550,000			Overlay
44	97.108.5	Wattles, Crooks to Livernois	250,000	250,000	0	0	0	0	0	0	0	0	250,000			Overlay
45	97.109.5	Wattles, Rochester to John R.	250,000	250,000	0	0	0	0	0	0	0	0	250,000			Overlay
46	99.102.5	Coolidge, Derby to Golfview	250,000	250,000	0	250,000	0	0	250,000	0	0	0	250,000			Overlay
47	99.103.6	Dequindre, Wattles to Long Lake (BOND)	359,600	18,000	341,600	0	18,000	18,000	(18,000)	0	0	0		2002		PE;\$18k BOND 6/30
	99.103.6	Dequindre, Wattles to Long Lake (BOND)	1,600,000	160,000	1,440,000	0	265,673	320,000	(320,000)	0	200,000	200,000		2002		ROW; \$160k BOND 6/30
	99.103.6	Dequindre, Wattles to Long Lake (BOND)	1,850,000	660,000	1,190,000	264,000	0	200,000	64,000	64,000	136,000	200,000		2003		CON: \$200k BOND 6/30
48	99.110.5	Coolidge, Wattles to Long Lake	800,000	800,000	0	0	0	0	0	0	0	0	800,000			Overlay
49	99.120.6	I75/Long Lake/Crooks Interchange	2,500,000	2,500,000	0	0	0	0	0	0	0	0	25,000,000			ROW for Future Interchange Improvements
50	99.203.5	Rochester, Torpey to Barclay	475,000	93,000	370,000	150,000	7,741	100,000	50,000	50,000	0	50,000		2002		PE; \$370,000 1999 "STP"
51	99.205.5	Square Lake - John R Intersection	340,000	128,000	212,000	0	0	0	0	0	590,000	590,000	40,000	2004		CMAQ-\$106k '04/\$106k '04; \$500k ROW; RTL N,S,E,W
52	99.206.5	Square Lake - Dequindre Intersection	150,000	50,000	100,000	250,000	750	5,000	245,000	245,000	590,000	835,000	15,000	2004		CMAQ-\$233k 2004; \$800k ROW; RTL E & S

### MAJOR ROADS 2003/04 BUDGET

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. to 12/31/02	02/03 EXPEND. to 6/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. 03/04	NEW APPROPR. 03/04	PROPOSED 03/04 BUDGET	FUTURE YEARS	EST. START DATE	EST. FINISH DATE	COMMENTS OR FOOTNOTES
53	99.207.5	Big Beaver, Livernois to Rochester	500,000	120,000	380,000	0	0	0	0	0	0	0		Done		PE: \$380k "02-STP";
	99.207.5	Big Beaver, Livernois to Rochester	187,000	187,000	0	0	0	0	0	0	0	0		Done		ROW-None Anticipated;Grading Esmt's;
	99.207.5	Big Beaver, Livernois to Rochester	10,972,000	10,972,000	0	0	183,648	531,000	(531,000)	0	300,000	300,000		Done		CONST; \$531k DDA 6/30; \$300k DDA 03-04 (Landscaping)
<b>TOTALS:</b>			<b>124,787,250</b>	<b>56,598,060</b>	<b>68,407,970</b>	<b>21,315,680</b>	<b>4,245,765</b>	<b>11,580,150</b>	<b>9,735,530</b>	<b>5,722,000</b>	<b>8,632,300</b>	<b>14,354,300</b>				
PROPOSED 03/04 MINUS 02/03 BALANCE:												4,618,770				
DEDUCT BOND REVENUES:								(4,547,000)				0				
DEDUCT FEDERAL FUNDS:								(679,000)				(6,173,250)				
DEDUCT DDA REVENUES:								(531,000)				(300,000)				
DEDUCT OTHER LOCAL AGENCIES:								(2,017,000)				0				
NEW FUNDS:												(1,854,480)				

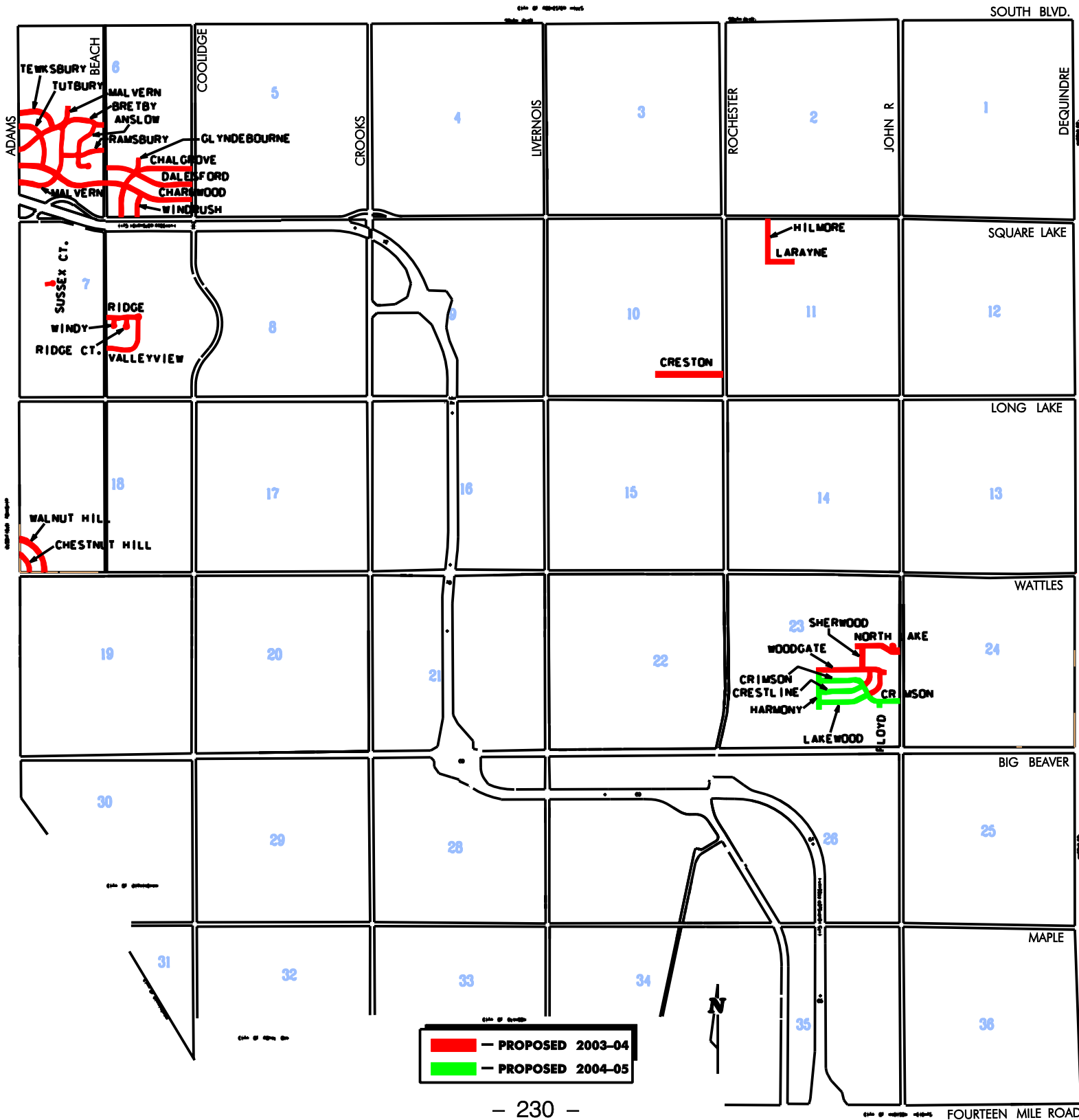


# MAJOR ROADS 2003 - 04



LOCAL ROADS 2003/04 BUDGET																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. TO 12/31/02	02/03 EXPEND. TO 06/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. TO 03/04	NEW APPROPR. 03/04	PROPOSED 03/04 BUDGET	FUTURE YEARS	EST. START CONSTR. DATE	EST. FINISH CONTR. DATE	COMMENTS OR FOOTNOTES
1	00.102.1	Finch, Wattles to the South	220,600	162,530	58,070	11,530	0	11,530	0	0	0	0		Done		S.A.D. Paving
2	00.110.0	Harris, Rochester to the West	219,400	166,320	53,080	10,000	24	10,000	0	0	0	0		Done		S.A.D. Paving
3	02.101.5	Section 22 Bituminous Overlay	330,000	330,000	0	330,000	163,438	190,000	140,000	0	0	0		Done		Asphalt
4	02.102.5	Section 23 - CPR	750,000	750,000	0	750,000	69	100	749,900	749,900	250,100	1,000,000				Concrete
5	02.103.5	Section 24	905,000	905,000	0	0	0	0	0	0	0	0	905,000			Concrete
6	02.104.5	Section 7 - CPR	250,000	250,000	0	238,000	0	200,000	38,000	38,000	12,000	50,000		04-15-03	10-01-03	Concrete
7	02.106.1	Creston SAD	369,000	268,000	101,000	0	0	268,000	(268,000)	0	101,000	101,000				S.A.D. Paving
8	02.107.1	Larayne & Hillmore SAD	425,000	355,000	70,000	0	0	0	0	0	425,000	425,000				S.A.D. Paving
9	02.109.1	Walnut & Chestnut Hill SAD	454,000	350,000	104,000	0	0	0	0	0	454,000	454,000				S.A.D. Paving
10	93.932.3	Daley, North of Big Beaver	85,483	25,725	59,758	1,530	0	10,000	(8,470)	0	0	0		Done		S.A.D. Paving
11	99.104.1	Section 6 Seal Coats	410,000	0	410,000	0	0	0	0	0	410,000	410,000				Sec. 6 & 10 - 100% SAD
12	99.117.1	Forthton, Livernois to the West	134,000	108,700	25,300	6,700	0	10,000	(3,300)	0	0	0		Done		S.A.D. Paving
13		Randall, Livernois to Tallman	150,000	150,000	0	0	0	0	0	0	0	0	150,000			Concrete
14		Section 11	532,000	532,000	0	0	0	0	0	0	0	0	532,000			Concrete
15		Section 18 Bituminous Overlay	235,000	235,000	0	0	0	0	0	0	0	0	235,000			Asphalt
16		Section 25	2,000,000	2,000,000	0	0	0	0	0	0	0	0	2,000,000			Concrete
17		Crack Sealing	200,000	200,000	0	0	0	0	0	0	100,000	100,000				By D.P.W.
18		Asphalt Crack Sealing	37,500	37,500	0	37,500	0	37,500	0	0	0	0				By D.P.W.
19		Concrete Crack Sealing	62,500	62,500	0	62,500	0	62,500	0	0	0	0				By D.P.W.
20		Slab Replacement	358,000	358,000	0	400,000	51,136	400,000	0	0	100,000	100,000				By D.P.W.
21		Local Road Contractual Services	180,000	180,000	0	180,000	0	0	180,000	180,000	0	180,000				By D.P.W. Pavement Management Sys.
22		Reclamite	75,000	75,000	0	75,000	0	0	75,000	0	0	0				By D.P.W. - Sec. 13, 22 & 23
23		Local Road Construction	541,000	541,000	0	47,950	0	0	47,950	0	0	0				Contingency
TOTALS:			8,923,483	8,042,275	881,208	2,150,710	214,667	1,199,630	951,080	967,900	1,852,100	2,820,000				
PROPOSED 2003/04 minus 2002/03 BALANCE:												1,868,920				
SAD REVENUE												(685,000)				
NEW FUNDS												1,183,920				

# LOCAL ROADS 2003 - 04

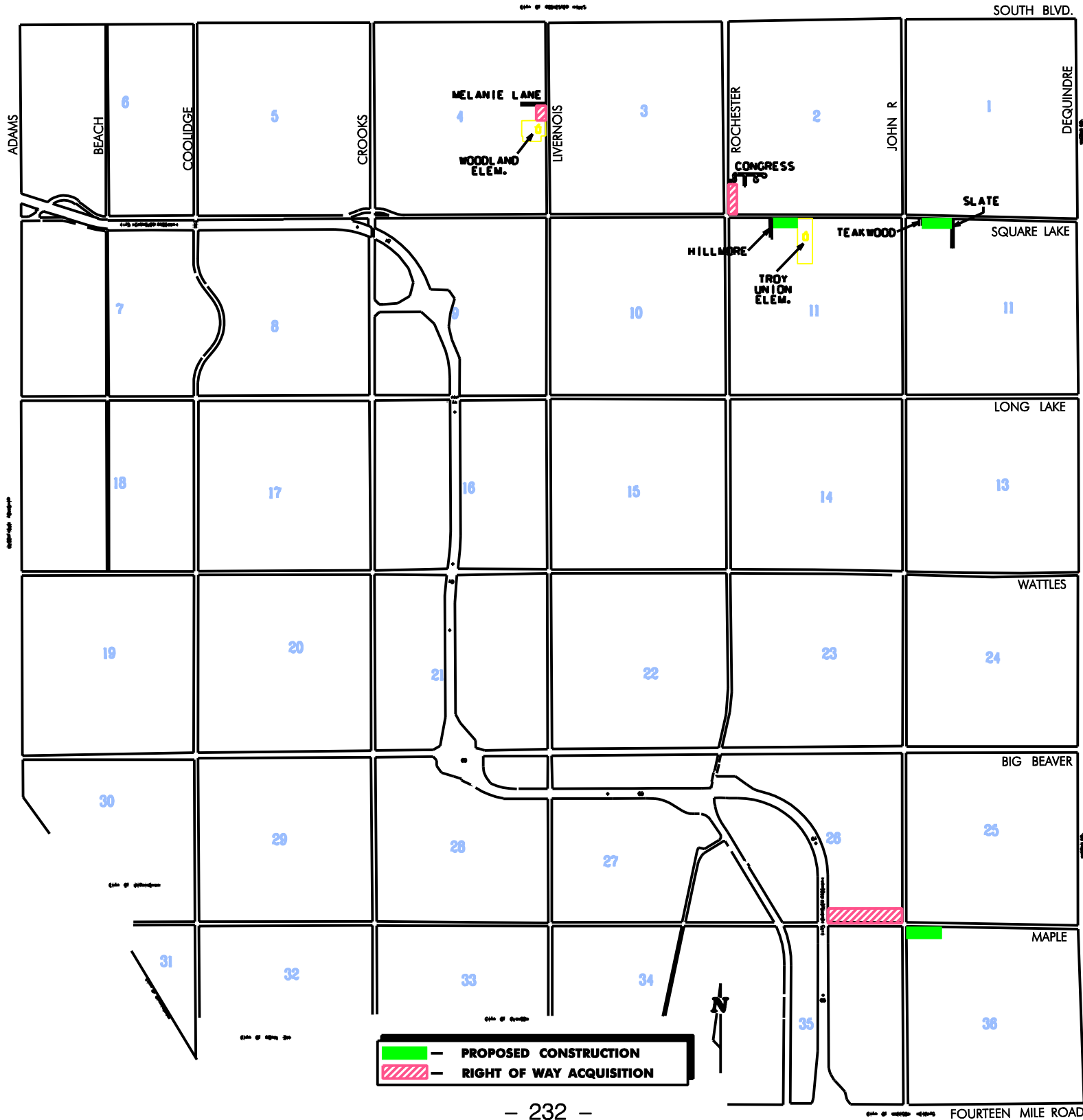




### SIDEWALKS 2003-04 BUDGET

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. TO 12/31/02	02/03 EXPEND. TO 6/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. to 03/04	NEW APPROPR. 03/04	PROPOSED 03/04 BUDGET	EST. START CONSTR. DATE	EST. FINISH CONTR. DATE	COMMENTS OR FOOTNOTES
1		Sidewalk Replacement Program	400,000	400,000	0	279,250	299,997	300,000	(20,750)	0	385,000	385,000			By D.P.W.
2	92.605.5	John R. (E. Side), Laurel to Tucker	90,000	90,000	0	169,620	15	187,000	(17,380)	0	0	0	Done		R.O.W. Included
3	00.601.5	John R. (E.), 130' N. of Laurel to 125' S of Jeffry	70,000	70,000	0	59,220	68,348	120,000	(60,780)	0	0	0	Done		R.O.W. Included
4		New Construction	110,000	110,000	0	986,650	16,638	860,000	126,650	27,740	82,260	110,000			Locations to be Identified
<b>TOTALS:</b>			<b>670,000</b>	<b>670,000</b>	<b>0</b>	<b>1,494,740</b>	<b>384,998</b>	<b>1,467,000</b>	<b>27,740</b>	<b>27,740</b>	<b>467,260</b>	<b>495,000</b>			
<b>PROPOSED 2003/04 minus 2002/03 BALANCE:</b>												<b>467,260</b>			

# SIDEWALKS 2003 - 04



**CITY OF TROY  
CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND**

DESCRIPTION			2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>971 LAND</b>						
REC Parks and Recreation						
401583 SECTION 1 DEVELOPMENT	7971.010	Land Aquisition	\$ 1,481,990	\$ 161,560	\$ 200,000	\$ -
	<b>971 LAND</b>		<b>\$ 1,481,990</b>	<b>\$ 161,560</b>	<b>\$ 200,000</b>	<b>\$ -</b>
<b>974 LAND IMPROVEMENTS</b>						
MUS Museum						
401804 MUSEUM	7974.140	Historic Green Dev	\$ 142,896	\$ 516,010	\$ 1,413,550	\$ 897,540
REC Parks and Recreation						
401583 SECTION 1 DEVELOPMENT	7974.130	Various	\$ 1,023,571	\$ 8,000,000	\$ 9,300,000	\$ 1,923,000
401752 PARKS & REC ADMINISTRATION	7974.080	OEC	\$ 2,864	\$ 6,000	\$ 47,140	\$ 50,000
	7974.100	Schools Joint Project	-	60,000	120,000	60,000
	7974.145	Planning & Park Design	-	50,000	160,000	25,000
<b>401752 PARKS &amp; REC ADMINISTRATION</b>			<b>2,864</b>	<b>116,000</b>	<b>327,140</b>	<b>135,000</b>
401756 MUNICIPAL GROUNDS	7974.090	Civic Center	\$ 126,055	\$ 50,000	\$ 298,950	\$ 100,000
	7974.120	Cemetery Improvements	37,407	30,000	30,000	30,000
	7974.125	Computer Irrigation	440	-	30,000	50,000
	7974.150	Peace Garden	97	-	25,000	7,000
<b>401756 MUNICIPAL GROUNDS</b>			<b>163,999</b>	<b>80,000</b>	<b>383,950</b>	<b>187,000</b>

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**CAPITAL PROJECTS FUND**

DESCRIPTION			2001 Actual	2002 Projected	2002 Budget	2003 Budget
401770 PARK DEVELOPMENT						
	7974.015	Beaver Trail Park	\$ 4,070	\$ -	\$ -	\$ -
	7974.020	Boulan Park	37,148	280,000	403,880	12,000
	7974.025	Brinston Park	2,105	20	-	-
	7974.030	Firefighters Park	1,902	30,000	250,000	20,000
	7974.035	Flynn Park	10,306	300,000	325,000	20,000
	7974.040	Jaycee Park	135	-	125,000	-
	7974.055	Raintree Park	20,788	40	-	30,000
	7974.060	Redwood Park	219	-	-	-
	7974.065	Robinwood Park	115	1,000	99,880	-
	7974.075	Sylvan Glen	-	45,000	-	75,000
	7974.080	OEC	88,578	7,000	-	104,000
	7974.085	OEC - DNR Grant	755,373	65,220	-	-
	7974.130	Various	29,532	500,000	1,350,000	-
401770 PARK DEVELOPMENT			950,271	1,228,280	2,553,760	261,000
REC	PARKS AND RECREATION		2,140,705	9,424,280	12,564,850	2,506,000
STS	Streets					
401464 PUBLIC WORKS ADMINISTRAT						
	7974.165	Municipal Parking Lots	\$ 158,540	\$ 107,400	\$ 107,400	\$ 75,000
974 LAND IMPROVEMENTS			\$ 2,442,141	\$ 10,047,690	\$ 14,085,800	\$ 3,478,540
975 BUILDINGS & IMPROVEMENTS						
BIN	Building Inspection					
401371 BUILDING INSPECTION						
	7975.085	House Demolition	\$ 1,597	\$ 20,000	\$ 20,000	\$ 20,000
ENG	Engineering					
401444 GENERAL ENGINEERING						
	7975.010	Office Renovation	\$ 10,294	\$ 48,000	\$ 60,940	\$ -
FIR	Fire					
401344 FIRE BUILDINGS & REPAIRS						
	7975.055	Station One	381	1,200	550	-



**CITY OF TROY  
CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND**

DESCRIPTION				2001 Actual	2002 Projected	2002 Budget	2003 Budget
401344 FIRE BUILDINGS & REPAIRS	7975.060	Station Two	\$	-	\$ -	\$ 3,230	\$ 5,000
	7975.065	Station Three		6,075	376,100	500,000	670,000
	7975.070	Station Four		800	9,600	6,600	-
	7975.075	Station Five		-	-	3,230	6,000
	7975.080	Station Six		381	-	24,670	5,750
	7975.100	Storage Building		143,213	1,730	-	-
<b>401344 FIRE BUILDINGS &amp; REPAIRS</b>				<b>150,850</b>	<b>388,630</b>	<b>538,280</b>	<b>686,750</b>
LIB Library							
401790 LIBRARY							
	7975.090	Carpet/Tile Replacement	\$	10,000	\$ -	\$ -	\$ -
	7975.900	General Repairs		591,125	546,210	546,210	75,000
<b>401790 LIBRARY</b>				<b>601,125</b>	<b>546,210</b>	<b>546,210</b>	<b>75,000</b>
MUS Museum							
401804 MUSEUM							
	7975.150	Barn Reserve	\$	-	\$ -	\$ 140,000	\$ 140,000
	7975.900	General Repairs		138,948	91,800	91,800	340,000
<b>401804 MUSEUM</b>				<b>138,948</b>	<b>91,800</b>	<b>231,800</b>	<b>480,000</b>
OGG Other General Government							
401265 CITY HALL							
	7975.010	Office Renovation	\$	66,904	\$ 500,000	\$ 500,000	\$ 200,000
	7975.025	Facia-THJ		-	20,000	200,000	200,000
	7975.050	Emergency Repairs		-	20,000	200,000	200,000
<b>401265 CITY HALL</b>				<b>66,904</b>	<b>540,000</b>	<b>900,000</b>	<b>600,000</b>
401268 DISTRICT COURT							
	7975.145	Reserve/Court Bldg	\$	-	\$ -	\$ 96,000	\$ 120,000
<b>401268 DISTRICT COURT</b>				<b>-</b>	<b>-</b>	<b>96,000</b>	<b>120,000</b>
<b>OGG OTHER GENERAL GOVERNMENT</b>				<b>66,904</b>	<b>540,000</b>	<b>996,000</b>	<b>720,000</b>
POL Police							
401305 POLICE ADMINISTRATION							
	7975.010	Office Renovation	\$	-	\$ -	\$ 1,200,000	\$ 1,310,000
<b>401305 POLICE ADMINISTRATION</b>				<b>-</b>	<b>-</b>	<b>1,200,000</b>	<b>1,310,000</b>

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**CAPITAL PROJECTS FUND**

DESCRIPTION				2001 Actual	2002 Projected	2002 Budget	2003 Budget
REC	Parks and Recreation						
	401752 PARKS & REC ADMINISTRATION						
		7975.010	Garage/Office Renovation	\$ 140,962	\$ 1,400	\$ -	\$ -
	<b>401752 PARKS &amp; REC ADMINISTRATION</b>			<b>140,962</b>	<b>1,400</b>	<b>-</b>	<b>-</b>
	<b>REC PARKS AND RECREATION</b>			<b>140,962</b>	<b>1,400</b>	<b>-</b>	<b>-</b>
STS	Streets						
	401464 PUBLIC WORKS ADMINISTRATION						
		7975.100	Storage Building	\$ 612	\$ 25,000	\$ 49,390	\$ -
		7975.105	Fuel Island-DPW	15	10,000	60,000	-
	401464 PUBLIC WORKS ADMINISTRATION	7975.115	Off Season Storage	\$ 166,815	\$ 32,800	\$ 31,370	\$ -
		7975.180	Building Addition	184,252	300	-	-
		7975.900	General Repairs	523	132,500	132,500	153,000
	<b>STS STREETS</b>			<b>352,217</b>	<b>200,600</b>	<b>273,260</b>	<b>153,000</b>
	<b>975 BUILDINGS &amp; IMPROVEMENTS</b>			<b>\$ 1,462,897</b>	<b>\$ 1,836,640</b>	<b>\$ 3,866,490</b>	<b>\$ 3,444,750</b>
	<b>978 EQUIPMENT - GENERAL</b>						
ENG	Engineering						
	401444 GENERAL ENGINEERING						
		7978.010	General	\$ 56,447	\$ 18,000	\$ 10,000	\$ -
	<b>401444 GENERAL ENGINEERING</b>			<b>56,447</b>	<b>18,000</b>	<b>10,000</b>	<b>-</b>
FIN	Finance						
	401267 CATV - MUNICIPAL CHANNEL						
		7978.010	General	\$ 179,548	\$ 50,000	\$ 50,000	\$ 50,000
	<b>401267 CATV - MUNICIPAL CHANNEL</b>			<b>179,548</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
MUS	Museum						
	401804 MUSEUM						
		7978.100	Artifacts	\$ -	\$ 10,000	\$ 10,000	\$ 5,000
	<b>401804 MUSEUM</b>			<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND**

DESCRIPTION				2001 Actual	2002 Projected	2002 Budget	2003 Budget
OGG	Other General Government						
	401532 RECYCLING						
		7978.010	General	\$ -	\$ 20,000	\$ 20,000	\$ -
	<b>401532 RECYCLING</b>			-	<b>20,000</b>	<b>20,000</b>	-
POL	Police						
	401305 POLICE ADMINISTRATION						
		7978.010	General	\$ 5,200	\$ -	\$ -	\$ -
		7978.065	Drug Enforcement	-	15,000	15,000	48,000
	<b>401305 POLICE ADMINISTRATION</b>			<b>5,200</b>	<b>15,000</b>	<b>15,000</b>	<b>48,000</b>
	401315 POLICE UNIFORM PATROL						
		7978.010	General	\$ 34,404	\$ 140,000	\$ 140,000	\$ 63,800
	<b>401315 POLICE UNIFORM PATROL</b>			<b>34,404</b>	<b>140,000</b>	<b>140,000</b>	<b>63,800</b>
	<b>POL POLICE</b>			<b>39,604</b>	<b>155,000</b>	<b>155,000</b>	<b>111,800</b>
REC	Parks and Recreation						
	401752 PARKS & REC ADMINISTRATION						
		7978.010	General	\$ 288,095	\$ 75,000	\$ 119,000	\$ 10,000
		7978.055	Aquatic Facility	-	-	15,000	-
	<b>401752 PARKS &amp; REC ADMINISTRATION</b>			<b>288,095</b>	<b>75,000</b>	<b>134,000</b>	<b>10,000</b>
	401755 COMMUNITY CENTER						
		7978.045	Annex Equipment	\$ 23,972	\$ 40,000	\$ -	\$ 25,000
	<b>401755 COMMUNITY CENTER</b>			<b>23,972</b>	<b>40,000</b>	<b>-</b>	<b>25,000</b>
	401756 MUNICIPAL GROUNDS						
		7978.010	General	\$ 79,579	\$ 25,000	\$ 70,000	\$ 15,000
	<b>401756 MUNICIPAL GROUNDS</b>			<b>79,579</b>	<b>25,000</b>	<b>70,000</b>	<b>15,000</b>
	<b>REC PARKS AND RECREATION</b>			<b>391,646</b>	<b>140,000</b>	<b>204,000</b>	<b>50,000</b>
STS	Streets						
	401448 STREET LIGHTING						
		7978.010	General	\$ 5,800	\$ -	\$ 20,000	\$ 20,000
	<b>401448 STREET LIGHTING</b>			<b>5,800</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND**

DESCRIPTION				2001 Actual	2002 Projected	2002 Budget	2003 Budget
401464 PUBLIC WORKS ADMINISTRATION	7978.010	General		\$ 1,340	\$ 83,660	\$ 83,660	\$ 114,000
<b>401464 PUBLIC WORKS ADMINISTRATION</b>				<b>1,340</b>	<b>83,660</b>	<b>83,660</b>	<b>114,000</b>
<b>STS STREETS</b>				<b>7,140</b>	<b>83,660</b>	<b>103,660</b>	<b>134,000</b>
<b>978 EQUIPMENT - GENERAL</b>				<b>\$ 674,385</b>	<b>\$ 476,660</b>	<b>\$ 552,660</b>	<b>\$ 350,800</b>
<b>979 EQUIPMENT - VEHICLE</b>							
POL Police							
401315 POLICE UNIFORM PATROL	7979.010	Vehicle		\$ -	\$ 35,000	\$ 35,000	\$ -
<b>401315 POLICE UNIFORM PATROL</b>				<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>
<b>979 EQUIPMENT - VEHICLE</b>				<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>
<b>980 EQUIPMENT - OFFICE</b>							
BIN Building Inspection							
401371 BUILDING INSPECTION	7980.010	Office Equip & Furniture		\$ -	\$ 143,000	\$ 143,000	\$ 10,000
<b>401371 BUILDING INSPECTION</b>				<b>-</b>	<b>143,000</b>	<b>143,000</b>	<b>10,000</b>
DRA Drains							
401516 DRAINS	7980.020	Computer Equipment		\$ 7,496	\$ -	\$ -	\$ -
	7980.030	Computer Software		211	-	500	-
<b>401516 DRAINS</b>				<b>\$ 7,707</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>
FIN Finance							
401233 PURCHASING	7980.010	Office Equip & Furnitu		\$ -	\$ -	\$ -	\$ 20,000
<b>401233 PURCHASING</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>
401253 TREASURER	7980.010	Office Equip & Furniture		\$ -	\$ -	\$ 9,700	\$ -
<b>401253 TREASURER</b>				<b>-</b>	<b>-</b>	<b>9,700</b>	<b>-</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND**

DESCRIPTION				2001 Actual	2002 Projected	2002 Budget	2003 Budget
401267 CATV - MUNICIPAL CHANNEL	7980.020	Computer Equipment		\$ -	\$ -	\$ -	\$ 60,000
<b>401267 CATV - MUNICIPAL CHANNEL</b>				-	-	-	<b>60,000</b>
<b>FIN FINANCE</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,700</b>	<b>\$ 80,000</b>
IS Information Technology							
401258 INFORMATION TECHNOLOGY	7980.020	Computer Equipment		\$ 163,337	\$ 180,000	\$ 463,260	\$ 235,000
	7980.030	Computer Software		78,567	120,000	366,540	420,000
	7980.032	Computer Consulting		29,868	160,000	306,320	665,500
	7980.075	Plante & Moran		1,120	12,000	11,430	-
<b>401258 INFORMATION TECHNOLOGY</b>				<b>272,892</b>	<b>472,000</b>	<b>1,147,550</b>	<b>1,320,500</b>
LIB Library							
401790 LIBRARY	7980.010	Office Equip & Furniture		\$ 20,770	\$ 172,820	\$ 172,820	\$ 50,000
<b>401790 LIBRARY</b>				<b>20,770</b>	<b>172,820</b>	<b>172,820</b>	<b>50,000</b>
PLN Planning							
401400 PLANNING	7980.030	Computer Software		\$ -	\$ -	\$ 10,000	\$ -
	7980.070	Master Plan Brochure		-	-	15,000	-
<b>401400 PLANNING</b>				<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>
POL Police							
401325 POLICE COMMUNICATIONS	7980.020	Computer Equipment		\$ 2,831	\$ 35,000	\$ 35,000	\$ -
	7980.030	Computer Software		7,013	70,000	100,000	105,000
	7980.050	In Car Cameras		-	53,340	40,170	6,500
	7980.055	Radio Communications		98,613	98,620	98,620	50,800
<b>401325 POLICE COMMUNICATIONS</b>				<b>108,457</b>	<b>256,960</b>	<b>273,790</b>	<b>162,300</b>
STS Streets							
401464 PUBLIC WORKS ADMINISTRATION	7980.010	Office Equipment & Furniture		\$ 14,042	\$ -	\$ -	\$ -
<b>401464 PUBLIC WORKS ADMINISTRATION</b>				<b>14,042</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
CAPITAL PROJECTS FUND**

DESCRIPTION			2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>980 EQUIPMENT - OFFICE</b>			\$ 423,868	\$ 1,044,780	\$ 1,772,360	\$ 1,622,800
<b>984 APPARATUS REPLACEMENT</b>						
FIR Fire						
401338 FIRE VEHICLES						
	7984 Apparatus Replacement		\$ 477,541	\$ 427,640	\$ 803,740	\$ 380,000
<b>984 APPARATUS REPLACEMENT</b>			\$ 477,541	\$ 427,640	\$ 803,740	\$ 380,000
<b>989 PUBLIC WORKS CONSTRUCTION</b>						
DRA Drains						
401516 DRAINS						
	7989.003015 Section 36		\$ 58,534	\$ 90,000	\$ -	\$ -
	7989.003045 East Sqare Lake Culvert/Chann		4,197	-	-	-
	7989.003055 Dashwood		-	10,000	-	327,160
	7989.003065 Lovington		-	10,000	-	30,000
	7989.013024 Streambank Stabilization		30,902	37,000	135,000	-
	7989.1000 Drains & Retention Pond		2,547,213	341,000	1,141,470	1,196,000
	7989.963095 Iowa-Dequindre to 1800		1,112	-	-	-
	7989.993015 Powers Drain		45	-	-	-
	7989.993035 Section 19		19,349	-	-	-
	<b>401516 DRAINS</b>		<b>2,661,352</b>	<b>488,000</b>	<b>1,276,470</b>	<b>1,553,160</b>
STS Streets						
401479 MAJOR ROADS						
	7989.001055 Maple-RTL Ext @Coolidg		\$ 10,673	\$ 36,000	\$ 91,000	\$ 5,000
	7989.001065 Coolidge LT Storage/I7		-	5,000	47,000	60,000
	7989.001075 Crooks LT Storage @ Ki		22,282	84,000	9,500	-
	7989.001085 Wattles RTL @ Forsyth		-	60,000	91,000	64,000
	7989.001095 Wattles RTL @ Coolidge		-	30,000	188,000	100,000
	7989.001123 Coolidge S of Maple(GS		1,930,702	280,000	-	-
	7989.011035 Roch/South Blvd RTL		-	-	75,000	250,000
	7989.011055 BB/Rochester-Dequindre		-	42,000	4,142,000	3,120,000
	7989.011065 Wattles @ Rochester		17,796	95,000	110,000	15,000
	7989.011076 I-75 Bridge Decks		17,248	3,800	-	-
	7989.011086 I-75 Shoulder Upgrade		19,116	7,100	-	-

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**CAPITAL PROJECTS FUND**

DESCRIPTION			2001 Actual	2002 Projected	2002 Budget	2003 Budget
401479 MAJOR ROADS	7989.021055	TDM Program Phase 1	\$ -	\$ 5,000	\$ 65,000	\$ 60,000
	7989.021106	I-75, 13Mi to M59	-	-	-	29,300
	7989.022015	Stepenson-14Mi to I75	-	205,000	190,000	40,000
	7989.022025	Dequindre-LL to Auburn	7,791	8,000	45,000	7,000
	7989.022035	John R-Long Lk to Sq L	-	250,000	300,000	625,000
	7989.022045	John R-Sq Lk to South	-	220,000	245,000	110,000
	7989.022055	Livernois-LL to Sq Lk	-	220,000	275,000	115,000
	7989.022065	Roch-Barclay to Trinway	8,727	200,000	625,000	275,000
	7989.200	Concrete Crack Sealing	47,182	37,500	37,500	75,000
	7989.300	Industrial Rd Maint	-	-	800,000	-
	7989.500	Concrete Slab Replacement	326,089	400,000	400,000	200,000
	7989.8000	Major Rd Construction	104,316	-	5,633,680	-
	7989.892065	Rochester, I-75 to Torpey	944,156	250,000	250,000	-
	7989.901016	Dequindre-14 Mile to B	-	19,900	-	-
	7989.909031	Maplelawn-Crooks to Ma	-	150,000	200,000	2,350,000
	7989.912045	Long Lk-Liver to Roch	3,312	50	-	-
	7989.912056	Long Lk/I-75 Interchange	5,605	-	-	-
	7989.921025	John R/14 Mile Medians	767,506	100,000	-	-
	7989.922025	Maple-Coolidge to Eton	447,826	2,505,000	620,000	-
	7989.922035	Long Lk, Carnaby to John R	61,715	360,000	600,000	240,000
	7989.932076	Big Beaver-Adams/Coolidge	1,239,642	300,000	300,000	-
	7989.941086	Crooks-Sq Lk to S Blvd	1,616	35,000	518,000	783,000
	7989.941206	14 Mile/I-75 Interchange	28,841	-	-	-
	7989.942035	Long Lk-John R to Dequindre	128,223	3,794,000	3,794,000	2,706,000
	7989.942045	Coolidge/Wattles Inter	-	-	750,000	750,000
	7989.952015	Livernois-Wattles/Long	4,071,109	700,000	-	200,000
	7989.952035	S Blvd/Roch Intersecti	-	3,800	-	-
	7989.991025	Coolidge, Derby to Golfview	-	-	250,000	-
	7989.991036	Dequindre-Wattles to Long Lak	16,079	538,000	264,000	400,000
	7989.991206	I-75 / Long Lk ramp	2,007,090	-	-	-
	7989.992035	Rochester-Torpey/Barclay	202,135	100,000	150,000	50,000
	7989.992055	Square Lk/John R Intersection	-	-	-	590,000
	7989.992065	Sqyare Lk/Dequindre Intersecti	330,015	5,000	250,000	835,000
	7989.992075	Big Beaver-Livernois/R	6,808,095	531,000	-	300,000
<b>401479 MAJOR ROADS</b>			<b>19,574,887</b>	<b>11,580,150</b>	<b>21,315,680</b>	<b>14,354,300</b>

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**CAPITAL PROJECTS FUND**

DESCRIPTION			2001 Actual	2002 Projected	2002 Budget	2003 Budget
401499 LOCAL ROADS						
	7989.001021	Finch, Wattles to S	\$ 140,873	\$ 11,530	\$ 11,530	\$ -
	7989.001101	Harris Street	51,182	10,000	10,000	-
	7989.021015	Section 22 Overlays	-	190,000	330,000	-
	7989.021025	Section 23 Overlays	-	-	750,000	1,000,000
	7989.021045	Section 7 Overlays	-	200,000	238,000	50,000
	7989.021061	Creston	-	268,000	-	101,000
	7989.021071	Larayne/Hillmore	-	-	-	425,000
	7989.021091	Walnut/Chestnut Hill	-	-	-	454,000
	7989.050	Local Road Construction	-	-	47,950	-
	7989.100	Asphalt Crack Sealing	68,205	37,500	37,500	-
	7989.120	Crack Sealing	-	-	-	100,000
	7989.150	Pavement Mgt System	-	-	180,000	180,000
	7989.200	Concrete Crack Sealing	106,752	62,500	62,500	-
	7989.500	Concrete Slab Replacement	340,296	400,000	400,000	100,000
	7989.750	Reclamite	-	-	75,000	-
	7989.939323	Daley-N of Big Beaver	20,877	10,000	1,530	-
	7989.981015	Section 27 Overlay	33,580	-	-	-
	7989.991015	Section 13 Overlays	6,722	-	-	-
	7989.991041	Section 6 Seal Coats	-	-	-	410,000
	7989.991135	Section 26 Overlays	613	-	-	-
	7989.991171	Forthton	102,779	10,000	6,700	-
<b>401499 LOCAL ROADS</b>			<b>871,879</b>	<b>1,199,530</b>	<b>2,150,710</b>	<b>2,820,000</b>
401513 SIDEWALKS						
	7989.006015	John R-E Laurel/Jeffrey	\$ 75,784	\$ 120,000	\$ 59,220	\$ -
	7989.650	New Construction	12,125	860,000	986,650	110,000
	7989.700	Replacement Program	425,752	300,000	279,250	385,000
	7989.926055	John R-E Side-Laurel/T	1,020	187,000	169,620	-
<b>401513 SIDEWALKS</b>			<b>514,681</b>	<b>1,467,000</b>	<b>1,494,740</b>	<b>495,000</b>
401520 TRAFFIC SIGNALS						
	7989.600	Traffic Signals	\$ 114,092	\$ 230,000	\$ 585,900	\$ 200,000
<b>401520 TRAFFIC SIGNALS</b>			<b>114,092</b>	<b>230,000</b>	<b>585,900</b>	<b>200,000</b>



**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**CAPITAL PROJECTS FUND**

DESCRIPTION				2001 Actual	2002 Projected	2002 Budget	2003 Budget
STS	STREETS			21,075,539	14,476,680	25,547,030	17,869,300
	<b>989 PUBLIC WORKS CONSTRUCTION</b>			\$ 23,736,891	\$ 14,964,680	\$ 26,823,500	\$ 19,422,460
	<b>991 DEBT</b>						
DRA	Drains						
	401516 DRAINS						
		7991 Principal		\$ -	\$ 23,020	\$ 23,020	\$ 23,410
		7995 Interest		22,726	86,990	86,990	86,300
		7998 Other Fees		4	100	-	100
	<b>401516 DRAINS</b>			<b>22,730</b>	<b>110,110</b>	<b>110,010</b>	<b>109,810</b>
REC	Parks and Recreation						
	401755 COMMUNITY CENTER						
		7991 Principal		\$ 280,192	\$ -	\$ -	\$ -
	<b>401755 COMMUNITY CENTER</b>			<b>280,192</b>	<b>-</b>	<b>-</b>	<b>-</b>
STS	Streets						
	401479 MAJOR ROADS						
		7991 Principal		\$ 250,000	\$ -	\$ -	\$ -
		7995 Interest		8,750	-	-	-
		7998 Other Fees		600	-	-	-
	<b>401479 MAJOR ROADS</b>			<b>259,350</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>991 DEBT</b>			<b>\$ 562,272</b>	<b>\$ 110,110</b>	<b>\$ 110,010</b>	<b>\$ 109,810</b>
OGG	Other General Government						
	401265 City Hall						
		8999.101 Operating Transfer Out		\$ -	\$ -	\$ -	\$ 1,408,000
<b>00401 CAPITAL FUND</b>				<b>\$ 31,261,985</b>	<b>\$ 29,104,760</b>	<b>\$ 48,249,560</b>	<b>\$ 30,217,160</b>



**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
<b>971 Land</b>						
FIR	Fire					
		406344 FIRE BUILDINGS				
		7971.010 Land Aquisition	\$ -	\$ 730,000	\$ -	\$ -
	FIR Fire		-	<b>730,000</b>	-	-
					-	-
REC	Parks and Recreation					
		401583 SECTION 1 DEVELOPMENT				
		7971.010 Land Aquisition	\$ -	\$ 6,560	\$ -	\$ -
		407756 MUNICIPAL GROUNDS				
		7971.010 Land Aquisition	\$ 1,494,970	\$ 1,000,000	\$ 400,000	\$ -
	REC Parks and Recreation		<b>1,494,970</b>	<b>1,006,560</b>	<b>400,000</b>	-
		<b>971 LAND</b>	<b>\$ 1,494,970</b>	<b>\$ 1,736,560</b>	<b>\$ 400,000</b>	<b>\$ -</b>
<b>972 Water System</b>						
WAT	Water					
		555 WATER FUND CAPITAL				
		7972.005035 Maple-Coolidge to Eton	\$ 50,000	\$ 50,000	\$ -	\$ -
		7972.015015 W Maple-Coolidge/Crooks	390,000	50,000	790,000	2,380

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME	DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
555 WATER FUND CAPITAL	7972.015025 Troy Ct-Pk to Elmwood	\$ 55,000	\$ 5,000	\$ 115,000	\$ 340
	7972.015035 Hartland	400,000	365,000	-	-
	7972.015045 Sec. 10 SE 1/4	2,002,000	70,000	1,400,000	4,165
	7972.015055 Crooks, Maple to Big Beaver	225,000	10,000	215,000	640
	7972.015065 Lowery & Heide	220,000	10,000	210,000	625
	7972.015095 Livernois-Sq Lk to South	882,000	60,000	850,000	2,530
	7972.015105 Forthton	-	10,000	-	-
	7972.015115 Dequindre, Wattles to Long Lake	375,000	50,000	375,000	1,115
	7972.015125 Long Lake, Carnaby to John R	487,000	10,000	450,000	1,340
	7972.015135 Long Lake, John R to Dequindre	792,000	30,000	750,000	2,230
	7972.015165 Big Beaver, Adams to Cunningham	100,000	315,000	-	-
	7972.025025 Henrietta	-	-	103,000	310
	7972.035015 John R	-	-	115,000	340
	7972.035025 Chopin	-	-	250,000	740
	7972.035035 Section 30	-	-	1,500,000	4,460
	7972.035055 Creston	-	120,000	10,000	30
	7972.1000 Design Engr Services	26,300	26,300	-	-
	7972.915075 Rochester, Wattles to Long Lake	-	190,000	-	-
	7972.955035 PRV @ Rochester & Wattles	75,000	125,000	-	-
	7972.955045 PRV @ Big Beaver & Livernois	75,000	125,000	-	-
	7972.965075 Sec 19-N 1/2 of NW 1/4	-	580	-	-
	7972.975015 Rochester-Maple to I-75	1,400,000	800,000	600,000	1,785
	7972.975045 Section 3	-	68,600	-	-
	7972.975065 Telemetry & PRV Vault I	-	6,500	-	-
	7972.985035 Section 22	42,000	148,000	-	-
	7972.985045 Section 23	15,000	145,000	-	-
	7972.995025 Coolidge, Derby to Golfview	202,000	5,000	210,000	625
	7972.995035 Mapelawn-Crooks to Liv	-	-	370,000	1,520
	7972.995065 Section 20	175,000	305,000	-	-
972 WATER SYSTEM		<b>\$ 7,988,300</b>	<b>\$ 3,099,980</b>	<b>\$ 8,313,000</b>	<b>\$ 25,175</b>

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
<b>973 Sewer System</b>						
SEW	Sewer					
	535 SEWER FUND CAPITAL					
		7973.014025 Long Lake Sanitary	\$ 500,000	\$ -	\$ 500,000	\$ 2,300
		7973.024065 Dequindre - Wattles	-	250,000	50,000	230
		7973.034025 Evergreen/Farmington SS	-	-	320,000	1,470
		7973.974055 Sanitary Meter Sta Reco	70,000	-	70,000	320
		7973.974075 Flow Metering/Evergreen	64,600	-	64,600	300
		7973.984025 Twelve Towns Sewer Study	75,000	-	75,000	345
		7973.984035 Manhole Rehabilitation	1,400,000	-	1,400,000	640
		7973.984045 Trunkline Relief Study	50,000	-	50,000	230
		7973.994015 Twelve Towns - North Arm	95,310	-	-	-
		7973.994025 Twelve Towns - RTF	10,110	-	-	-
		7973.994035 Evergreen - Farmington	500,000	-	500,000	2,300
		7973.994045 I & I on City Sewer System	250,000	20,000	250,000	1,150
		7973.994065 Dennis Powers Drain	300,000	600,000	100,000	460
	<b>973 SEWER SYSTEM</b>		<b>\$ 3,315,020</b>	<b>\$ 870,000</b>	<b>\$ 3,379,600</b>	<b>\$ 9,745</b>
	<b>974 Land Improvements</b>					
	896 SPECIAL ASSESSMENT EXPEND					
		7974.900 S/A Projects	\$ 150,000	\$ 309,530	\$ -	\$ -
	<b>896 SPECIAL ASSESSMENT EXPEND</b>		<b>150,000</b>	<b>309,530</b>	<b>-</b>	<b>-</b>
GC	Golf Course					
	788 SYLVAN GLEN CAPITAL					
		7974.130 Various	\$ 109,000	\$ 95,310	\$ 45,000	\$ 1,000
	<b>GC Golf Course</b>		<b>109,000</b>	<b>95,310</b>	<b>45,000</b>	<b>1,000</b>

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
MUS	Museum					
	401804 MUSEUM					
	MUS Museum	7974.140 Historic Green Dev	\$ 1,413,550	\$ 516,010	\$ 897,540	\$ 18,000
			<b>1,413,550</b>	<b>516,010</b>	<b>897,540</b>	<b>18,000</b>
REC	Parks and Recreation					
	401583 SECTION 1 DEVELOPMENT					
	401583 SECTION 1 DEVELOPMENT	7974.130 Various	\$ 9,300,000	\$ 8,000,000	\$ 1,923,000	\$ -
			<b>9,300,000</b>	<b>8,000,000</b>	<b>1,923,000</b>	<b>-</b>
	401752 PARKS & REC ADMINISTRATION					
		7974.080 OEC	\$ 47,140	\$ 6,000	\$ 50,000	\$ 1,000
		7974.100 Schools Joint Project	120,000	60,000	60,000	-
		7974.145 Planning & Park Design	160,000	50,000	25,000	-
	401752 PARKS & REC ADMINISTRATION		<b>327,140</b>	<b>116,000</b>	<b>135,000</b>	<b>1,000</b>
	401756 MUNICIPAL GROUNDS					
		7974.090 Civic Center	\$ 298,950	\$ 50,000	\$ 100,000	\$ 2,000
		7974.120 Cemetery Improvements	30,000	30,000	30,000	600
		7974.125 Computer Irrigation	30,000	-	50,000	1,000
		7974.150 Peace Garden	25,000	-	7,000	500
	401756 MUNICIPAL GROUNDS		<b>383,950</b>	<b>80,000</b>	<b>187,000</b>	<b>4,100</b>
	401770 PARK DEVELOPMENT					
		7974.020 Boulan Park	\$ 403,880	\$ 280,000	\$ 12,000	\$ 500
		7974.025 Brinston Park	-	20	-	-
		7974.030 Firefighters Park	250,000	30,000	20,000	800
		7974.035 Flynn Park	325,000	300,000	20,000	800
		7974.040 Jaycee Park	125,000	-	-	-

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
401770 PARK DEVELOPMENT		7974.055 Raintree Park	\$ -	\$ 40	\$ 30,000	\$ -
		7974.065 Robinwood Park	99,880	1,000	-	
		7974.075 Sylvan Glen	-	45,000	75,000	4,000
		7974.080 OEC	-	7,000	104,000	5,000
		7974.085 OEC - DNR Grant	-	65,220	-	-
		7974.130 Various	1,350,000	500,000	-	
		<b>401770 PARK DEVELOPMENT</b>	<b>2,553,760</b>	<b>1,228,280</b>	<b>261,000</b>	<b>11,100</b>
<b>REC</b>	<b>Parks and Recreation</b>		<b>12,564,850</b>	<b>9,424,280</b>	<b>2,506,000</b>	<b>16,200</b>
<b>STS</b>	<b>Streets</b>					
401464 PUBLIC WORKS ADMINISTRATION						
		7974.165 Municipal Parking Lots	\$ 107,400	\$ 107,400	\$ 75,000	\$ 7,500
	<b>STS Streets</b>		<b>107,400</b>	<b>107,400</b>	<b>75,000</b>	<b>7,500</b>
<b>974 LAND IMPROVEMENTS</b>			<b>\$14,344,800</b>	<b>\$10,452,530</b>	<b>\$ 3,523,540</b>	<b>\$ 42,700</b>
<b>975 Buildings &amp; Improvements</b>						
<b>BIN</b>	<b>Building Inspection</b>					
401371 BUILDING INSPECTION						
		7975.085 House Demolition	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
	<b>BIN Building Inspection</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>ENG</b>	<b>Engineering</b>					
401444 GENERAL ENGINEERING						
		7975.010 Office Renovation	\$ 60,940	\$ 48,000	\$ -	\$ -
	<b>ENG Engineering</b>		<b>60,940</b>	<b>48,000</b>	<b>-</b>	<b>-</b>

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
FIR	Fire					
	401344 FIRE BUILDINGS & REPAIRS					
		7975.055 Station One	\$ 550	\$ 1,200	\$ -	\$ -
		7975.060 Station Two	3,230	-	5,000	-
		7975.065 Station Three	500,000	376,100	670,000	13,400
		7975.070 Station Four	6,600	9,600	-	-
		7975.075 Station Five	3,230	-	6,000	-
		7975.080 Station Six	24,670	-	5,750	-
		7975.100 Storage Building	-	1,730	-	-
	<b>401344 FIRE BUILDINGS &amp; REPAIRS</b>		<b>538,280</b>	<b>388,630</b>	<b>686,750</b>	<b>13,400</b>
	406344 FIRE BUILDINGS					
		7975.065 Station Three	\$ -	\$ 750,000	\$ 80,000	\$ 1,600
	<b>406344 FIRE BUILDINGS</b>		<b>-</b>	<b>750,000</b>	<b>80,000</b>	<b>1,600</b>
	<b>FIR FIRE</b>		<b>538,280</b>	<b>1,138,630</b>	<b>766,750</b>	<b>15,000</b>
LIB	Library					
	401790 LIBRARY					
		7975.900 General Repairs	\$ 546,210	\$ 546,210	\$ 75,000	\$ 1,000
	<b>LIB LIBRARY</b>		<b>546,210</b>	<b>546,210</b>	<b>75,000</b>	<b>1,000</b>
MUS	Museum					
	401804 MUSEUM					
		7975.150 Barn Reserve	\$ 140,000	\$ -	\$ 175,000	\$ -
		7975.900 General Repairs	91,800	91,800	340,000	-
	<b>MUS MUSEUM</b>		<b>231,800</b>	<b>91,800</b>	<b>515,000</b>	<b>-</b>



**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
OGG	Other General Government					
	401265 CITY HALL					
		7975.010 Office Renovation	\$ 500,000	\$ 500,000	\$ 200,000	\$ 4,000
		7975.025 Facia-THJ	200,000	20,000	200,000	4,000
		7975.050 Emergency Repairs	200,000	20,000	200,000	-
	<b>401265 CITY HALL</b>		<b>900,000</b>	<b>540,000</b>	<b>600,000</b>	<b>8,000</b>
	401268 DISTRICT COURT					
		7975.145 Reserve/Court Building	\$ 96,000	\$ -	\$ 120,000	\$ -
	<b>401268 DISTRICT COURT</b>		<b>96,000</b>	<b>-</b>	<b>120,000</b>	<b>-</b>
	406265 CITY HALL					
		7975.165 City Hall	\$ -	\$ 1,440	\$ -	\$ -
	<b>406265 CITY HALL</b>		<b>-</b>	<b>1,440</b>	<b>-</b>	<b>-</b>
<b>OGG</b>	<b>OTHER GENERAL GOVERNMENT</b>		<b>996,000</b>	<b>541,440</b>	<b>720,000</b>	<b>8,000</b>
POL	Police					
	<b>401305 POLICE ADMINISTRATION</b>					
		7975.010 Office Renovation	\$ 1,200,000	\$ -	\$ 1,310,000	\$ 26,000
	<b>401305 POLICE ADMINISTRATION</b>		<b>1,200,000</b>	<b>-</b>	<b>1,310,000</b>	<b>26,000</b>
	406305 POLICE/FIRE ADMINISTRATION					
		7975.155 Administration Building	\$ 5,000,000	\$ 7,665,000	\$ 2,530,000	\$ 50,000
	<b>406305 POLICE/FIRE ADMINISTRATION</b>		<b>5,000,000</b>	<b>7,665,000</b>	<b>2,530,000</b>	<b>50,000</b>
	<b>POL POLICE</b>		<b>6,200,000</b>	<b>7,665,000</b>	<b>3,840,000</b>	<b>76,000</b>
REC	Parks and Recreation					

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
401752 PARKS & REC ADMINISTRATION						
	7975.010	Garage/Office Renovation	\$ -	\$ 1,400	\$ -	\$ -
401752 PARKS & REC ADMINISTRATION			-	1,400	-	-
401755 COMMUNITY CENTER						
	7975.125	Annex Renovation	\$ 8,568,000	\$ 5,065,000	\$ -	\$ -
407755 COMMUNITY CENTER			8,568,000	5,065,000	-	-
REC PARKS AND RECREATION			8,568,000	5,066,400	-	-
STS Streets						
401464 PUBLIC WORKS ADMINISTRATION						
	7975.100	Storage Building	\$ 49,390	\$ 25,000	\$ -	\$ -
	7975.105	Fuel Island-DPW	60,000	10,000	-	-
	7975.115	Off Season Storage	31,370	32,800	-	-
	7975.180	Building Addition	-	300	-	-
	7975.900	General Repairs	132,500	132,500	153,000	-
401464 PUBLIC WORKS ADMINISTRATION			273,260	200,600	153,000	-
STS STREETS			273,260	200,600	153,000	-
975 BUILDINGS & IMPROVEMENTS			\$17,434,490	\$15,318,080	\$ 6,089,750	\$ 100,000
977 Equipment-Shop						
MP Motor Pool						
565 MOTOR POOL CAPITAL						
	7977 Equipment-Shop		\$ 22,500	\$ 13,500	\$ 16,250	\$ -
MP MOTOR POOL			22,500	13,500	16,250	-
977 EQUIPMENT - SHOP			\$ 22,500	\$ 13,500	\$ 16,250	\$ -

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
<b>978 Equipment-General</b>						
AQC	Aquatic Center					
	789 AQUATIC CENTER CAPITAL					
	<b>AQC AQUATIC CENTER</b>	7978.010 General	\$ 50,000 <b>50,000</b>	\$ 13,500 <b>13,500</b>	\$ 50,000 <b>50,000</b>	\$ 1,000 <b>1,000</b>
ENG	Engineering					
	401444 GENERAL ENGINEERING					
	<b>ENG ENGINEERING</b>	7978.010 General	\$ 10,000 <b>10,000</b>	\$ 18,000 <b>18,000</b>	\$ - <b>-</b>	\$ - <b>-</b>
FIN	Finance					
	401267 CATV - COMMUNITY AFFAIRS					
	<b>FIN FINANCE</b>	7978.010 General	\$ 50,000 <b>50,000</b>	\$ 50,000 <b>50,000</b>	\$ 50,000 <b>50,000</b>	\$ 1,000 <b>1,000</b>
GC	Golf Course					
	788 SYLVAN GLEN CAPITAL					
	<b>GC GOLF COURSE</b>	7978.010 General	\$ 117,000 <b>117,000</b>	\$ 105,550 <b>105,550</b>	\$ 74,000 <b>74,000</b>	\$ 1,500 <b>1,500</b>
MUS	Museum					
	401804 MUSEUM					
	<b>MUS MUSEUM</b>	7978.100 Artifacts	\$ 10,000 <b>10,000</b>	\$ 10,000 <b>10,000</b>	\$ 5,000 <b>5,000</b>	\$ - <b>-</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
OGG	Other General Government					
	401532 RECYCLING					
		7978.010 General	\$ 20,000	\$ 20,000	\$ -	\$ -
<b>OGG</b>	<b>OTHER GENERAL GOVERNMENT</b>		<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>
POL	Police					
	325 COMMUNICATIONS					
		7978.020 Communications	\$ 37,800	\$ 37,800	\$ 44,700	\$ 2,000
	<b>325 COMMUNICATIONS</b>		<b>37,800</b>	<b>37,800</b>	<b>44,700</b>	<b>2,000</b>
	401305 POLICE ADMINISTRATION					
		7978.065 Drug Enforcement	\$ 15,000	\$ 15,000	\$ 48,000	\$ -
	<b>401305 POLICE ADMINISTRATION</b>		<b>15,000</b>	<b>15,000</b>	<b>48,000</b>	<b>-</b>
	401315 POLICE UNIFORM PATROL					
		7978.010 General	\$ 140,000	\$ 140,000	\$ 63,800	\$ -
	<b>401315 POLICE UNIFORM PATROL</b>		<b>140,000</b>	<b>140,000</b>	<b>63,800</b>	<b>-</b>
	<b>POL POLICE</b>		<b>192,800</b>	<b>192,800</b>	<b>156,500</b>	<b>2,000</b>
REC	Parks and Recreation					
	756 CIVIC CENTER MAINTENANCE					
		7978.050 Holiday Decorations	\$ 5,000	\$ 5,000	\$ -	\$ -
	<b>756 CIVIC CENTER MAINTENANCE</b>		<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
	770 PARKS MAINTENANCE					
		7978.010 General	\$ 6,000	\$ 6,000	\$ -	\$ -
	<b>770 PARKS MAINTENANCE</b>		<b>6,000</b>	<b>6,000</b>	<b>-</b>	<b>-</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
	771 NATURE CENTER					
		7978.010 General	\$ 25,000	\$ -	\$ -	\$ -
	<b>771 NATURE CENTER</b>		<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
	401752 PARKS & REC ADMINISTRATION					
		7978.010 General	\$ 119,000	\$ 75,000	\$ 10,000	\$ -
		7978.055 Aquatic Facility	15,000	-	-	-
	<b>401752 PARKS &amp; REC ADMINISTRATION</b>		<b>134,000</b>	<b>75,000</b>	<b>10,000</b>	<b>-</b>
	401755 COMMUNITY CENTER					
		7978.045 Annex Equipment	\$ -	\$ 40,000	\$ 25,000	\$ -
	<b>401755 COMMUNITY CENTER</b>		<b>-</b>	<b>40,000</b>	<b>25,000</b>	<b>-</b>
	401756 MUNICIPAL GROUNDS					
		7978.010 General	\$ 70,000	\$ 25,000	\$ 15,000	\$ -
	<b>401756 MUNICIPAL GROUNDS</b>		<b>70,000</b>	<b>25,000</b>	<b>15,000</b>	<b>-</b>
	<b>REC PARKS AND RECREATION</b>		<b>240,000</b>	<b>151,000</b>	<b>50,000</b>	<b>-</b>
STS	Streets					
	479 MAJOR ADMINISTRATION					
		7978.010 General	\$ 76,500	\$ 76,500	\$ -	\$ -
	<b>479 MAJOR ADMINISTRATION</b>		<b>76,500</b>	<b>76,500</b>	<b>-</b>	<b>-</b>
	499 LOCAL ADMINISTRATION					
		7978.010 General	\$ 76,500	\$ 76,500	\$ -	\$ -
	<b>499 LOCAL ADMINISTRATION</b>		<b>76,500</b>	<b>76,500</b>	<b>-</b>	<b>-</b>
	401448 STREET LIGHTING					
		7978.010 General	\$ 20,000	\$ -	\$ 20,000	\$ -
	<b>401448 STREET LIGHTING</b>		<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
401464 PUBLIC WORKS ADMINISTRATION		7978.010 General	\$ 83,660	\$ 83,660	\$ 114,000	\$ 1,500
<b>401464 PUBLIC WORKS ADMINISTRATION</b>			<b>83,660</b>	<b>83,660</b>	<b>114,000</b>	<b>1,500</b>
	<b>STS STREETS</b>		<b>256,660</b>	<b>236,660</b>	<b>134,000</b>	<b>1,500</b>
WAT Water						
	555 WATER FUND CAPITAL					
	7978.010 General		\$ 93,000	\$ 93,000	\$ 93,000	\$ -
	<b>555 WATER FUND CAPITAL</b>		<b>93,000</b>	<b>93,000</b>	<b>93,000</b>	<b>-</b>
	<b>WAT WATER</b>		<b>93,000</b>	<b>93,000</b>	<b>93,000</b>	<b>-</b>
	<b>978 EQUIPMENT - GENERAL</b>		<b>\$ 1,039,460</b>	<b>\$ 890,510</b>	<b>\$ 612,500</b>	<b>\$ 7,000</b>
<b>979 Equipment-Vehicle</b>						
FIR Fire						
	338 FIRE OPERATIONS					
	7979 Equipment-Vehicle		\$ 19,400	\$ 12,000	\$ 15,050	\$ -
	<b>338 FIRE OPERATIONS</b>		<b>19,400</b>	<b>12,000</b>	<b>15,050</b>	<b>-</b>
	<b>FIR Fire</b>		<b>19,400</b>	<b>12,000</b>	<b>15,050</b>	<b>-</b>
POL Police						
	315 UNIFORM PATROL					
	7979 Equipment-Vehicle		\$ 28,500	\$ 28,500	\$ 28,000	\$ -
	<b>315 UNIFORM PATROL</b>		<b>28,500</b>	<b>28,500</b>	<b>28,000</b>	<b>-</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
401315 POLICE UNIFORM PATROL		7979.010 Vehicle	\$ 35,000	\$ 35,000	\$ -	\$ -
401315 POLICE UNIFORM PATROL			35,000	35,000	-	-
POL POLICE			63,500	63,500	28,000	-
979 EQUIPMENT - VEHICLE			\$ 82,900	\$ 75,500	\$ 43,050	\$ -
980 Equipment-Office						
BIN Building Inspection						
401371 BUILDING INSPECTION		7980.010 Office Equipment & Furniture	\$ 143,000	\$ 143,000	\$ 10,000	\$ -
401371 BUILDING INSPECTION			143,000	143,000	10,000	-
BIN BUILDING INSPECTION			143,000	143,000	10,000	-
DRA Drains						
401516 DRAINS		7980.020 Computer Equipment	\$ 500	\$ -	\$ -	\$ -
401516 DRAINS			500	-	-	-
DRA DRAINS			500	-	-	-
ENG Engineering						
444 ENGINEERING - GENERAL		7980.020 Computer Equipment	\$ 5,000	\$ 5,000	\$ -	\$ -
444 ENGINEERING - GENERAL		7980.030 Computer Software	18,900	16,000	14,000	-
444 ENGINEERING - GENERAL			23,900	21,000	14,000	-

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
446 TRAFFIC ENGINEERING		7980.030 Computer Software	\$ 3,200	\$ -	\$ -	\$ -
446 TRAFFIC ENGINEERING			3,200	-	-	-
ENG ENGINEERING			27,100	21,000	14,000	-
FIN Finance						
401233 PURCHASING		7980.010 Office Equipment & Furniture	\$ -	\$ -	\$ 20,000	\$ -
401233 PURCHASING			-	-	20,000	-
401253 TREASURER		7980.010 Office Equipment & Furniture	\$ 9,700	\$ -	\$ -	\$ -
401253 TREASURER			9,700	-	-	-
401267 COMMUNITY AFFAIRS / CATV		7980.010 Office Equipment & Furniture	\$ -	\$ -	\$ 60,000	\$ -
401267 COMMUNITY AFFAIRS / CATV			-	-	60,000	-
FIN FINANCE			9,700	-	80,000	-
FIR Fire						
338 FIRE OPERATIONS		7980.020 Computer Equipment	\$ 54,000	\$ 25,000	\$ 50,000	\$ -
338 FIRE OPERATIONS			54,000	25,000	50,000	-
FIR FIRE			54,000	25,000	50,000	-
IS Information Technology						
401258 INFORMATION TECHNOLOGY		7980.020 Computer Equipment	\$ 463,260	\$ 180,000	\$ 235,000	\$ 12,000



**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME			DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
LIB	401258 INFORMATION TECHNOLOGY	7980.030	Computer Software	\$ 366,540	\$ 120,000	\$ 420,000	\$ 42,000
		7980.032	Computer Consulting	306,320	160,000	665,500	-
		7980.075	Plante & Moran	11,430	12,000	-	-
	401258 INFORMATION TECHNOLOGY			1,147,550	472,000	1,320,500	54,000
	IS INFORMATION TECHNOLOGY			1,147,550	472,000	1,320,500	54,000
	790 LIBRARY						
		7980.010	Office Equipment & Furniture	\$ -	\$ 1,140	\$ -	\$ -
		7980.100	Audiovisual Materials	125,000	125,000	-	-
		7980.105	Electronic Formats	115,000	115,000	-	-
		7980.115	Magazines & Subscription	43,000	40,000	-	-
LIB		7980.120	Microforms	13,000	12,500	-	-
		7980.125	Mini Grants	-	2,000	-	-
	790 LIBRARY			296,000	295,640	-	-
	401790 LIBRARY						
		7980.010	Office Equipment & Furniture	\$ 172,820	\$ 172,820	\$ 50,000	\$ -
	401790 LIBRARY			172,820	172,820	50,000	-
	LIB LIBRARY			468,820	468,460	50,000	-
	MP Motor Pool						
		565 MOTOR POOL CAPITAL					
		7980.030	Computer Software	\$ 10,250	\$ 10,250	\$ 11,150	\$ 1,000
MP	565 MOTOR POOL CAPITAL						
				10,250	10,250	11,150	1,000
	MP MOTOR POOL			10,250	10,250	11,150	1,000

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
PLN	Planning					
	401400 PLANNING					
		7980.030 Computer Software	\$ 10,000	\$ -	\$ -	\$ -
		7980.070 Master Plan Brochure	15,000	-	-	-
	<b>401400 PLANNING</b>		<b>25,000</b>	-	-	-
	<b>PLN PLANNING</b>		<b>25,000</b>	-	-	-
POL	Police					
	401325 POLICE COMMUNICATIONS					
		7980.020 Computer Equipment	\$ 35,000	\$ 35,000	\$ -	\$ -
		7980.030 Computer Software	100,000	70,000	105,000	10,000
		7980.050 In Car Cameras	40,170	53,340	6,500	100
		7980.055 Radio Communications	98,620	98,620	50,800	2,500
	<b>401325 POLICE COMMUNICATIONS</b>		<b>273,790</b>	<b>256,960</b>	<b>162,300</b>	<b>12,600</b>
	<b>POL POLICE</b>		<b>273,790</b>	<b>256,960</b>	<b>162,300</b>	<b>12,600</b>
WAT	Water					
	555 WATER FUND CAPITAL					
		7980.010 Office Equipment & Furniture	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
		7980.020 Computer Equipment	568,000	568,000	500,000	25,000
	<b>555 WATER FUND CAPITAL</b>		<b>573,000</b>	<b>573,000</b>	<b>505,000</b>	<b>25,000</b>
	<b>WAT WATER</b>		<b>573,000</b>	<b>573,000</b>	<b>505,000</b>	<b>25,000</b>
	<b>980 EQUIPMENT - OFFICE</b>		<b>\$ 2,732,710</b>	<b>\$ 1,969,670</b>	<b>\$ 2,202,950</b>	<b>\$ 92,600</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
<b>981 Vehicles</b>						
GC	Golf Course					
	788 SYLVAN GLEN CAPITAL					
		7981 Vehicles	\$ 26,000	\$ 26,000	\$ 26,000	\$ 1,300
	<b>788 SYLVAN GLEN CAPITAL</b>		<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>1,300</b>
	<b>GC GOLF COURSE</b>		<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>1,300</b>
MP	Motor Pool					
	565 MOTOR POOL CAPITAL					
		7981 Vehicles	\$ 1,843,390	\$ 1,641,000	\$ 1,333,000	\$ 133,000
	<b>565 MOTOR POOL CAPITAL</b>		<b>1,843,390</b>	<b>1,641,000</b>	<b>1,333,000</b>	<b>133,000</b>
	<b>MP MOTOR POOL</b>		<b>1,843,390</b>	<b>1,641,000</b>	<b>1,333,000</b>	<b>133,000</b>
	<b>981 VEHICLES</b>		<b>\$ 1,869,390</b>	<b>\$ 1,667,000</b>	<b>\$ 1,359,000</b>	<b>\$ 134,300</b>
<b>982 Books</b>						
LIB	Library					
	790 LIBRARY					
		7982 Books	\$ 450,500	\$ 450,500	\$ -	\$ -
	<b>790 LIBRARY</b>		<b>450,500</b>	<b>450,500</b>	<b>-</b>	<b>-</b>
	<b>LIB LIBRARY</b>		<b>450,500</b>	<b>450,500</b>	<b>-</b>	<b>-</b>
	<b>982 BOOKS</b>		<b>\$ 450,500</b>	<b>\$ 450,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>984 Apparatus Replacement</b>						

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME		DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
FIR	Fire					
		401338 FIRE VEHICLES				
		7984 Apparatus Replacement	\$ 803,740	\$ 427,640	\$ 380,000	\$ -
		<b>401338 FIRE VEHICLES</b>	<b>803,740</b>	<b>427,640</b>	<b>380,000</b>	<b>-</b>
	<b>FIR</b>	<b>FIRE</b>	<b>803,740</b>	<b>427,640</b>	<b>380,000</b>	<b>-</b>
		<b>984 APPARATUS REPLACEMENT</b>	<b>\$ 803,740</b>	<b>\$ 427,640</b>	<b>\$ 380,000</b>	<b>\$ -</b>
		<b>989 Public Works Construction</b>				
DRA	Drains					
		401516 DRAINS				
		7989.003015 Section 36	\$ -	\$ 90,000	\$ -	\$ -
		7989.003055 Dashwood	-	10,000	327,160	3,300
		7989.003065 Lovington	-	10,000	30,000	30
		7989.013024 Streambank Stabilizatio	135,000	37,000	-	-
		7989.1000 Drains & Retention Pond	1,141,470	341,000	1,196,000	1,200
		<b>401516 DRAINS</b>	<b>1,276,470</b>	<b>488,000</b>	<b>1,553,160</b>	<b>4,530</b>
	<b>DRA</b>	<b>DRAINS</b>	<b>1,276,470</b>	<b>488,000</b>	<b>1,553,160</b>	<b>4,530</b>
STS	Streets					
		401479 MAJOR ROADS				
		7989.001055 Maple-RTL Ext @Coolidge	\$ 91,000	\$ 36,000	\$ 5,000	\$ 40
		7989.001065 Coolidge LT Storage/l75	47,000	5,000	60,000	470
		7989.001075 Crooks LT Storage @ Kir	9,500	84,000	-	-
		7989.001085 Wattles RTL @ Forsyth	91,000	60,000	64,000	505

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME	DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
401479 MAJOR ROADS	7989.001095 Wattles RTL @ Coolidge	\$ 188,000	\$ 30,000	\$ 100,000	\$ 790
	7989.001123 Coolidge S of Maple(GS)	-	280,000	-	-
	7989.011035 Roch/South Blvd RTL	75,000	-	250,000	1,970
	7989.011055 BB/Rochester-Dequindre	4,142,000	42,000	3,120,000	24,615
	7989.011065 Wattles @ Rochester	110,000	95,000	15,000	120
	7989.011076 I-75 Bridge Decks	-	3,800	-	-
	7989.011086 I-75 Shoulder Upgrade	-	7,100	-	-
	7989.021055 TDM Program Phase 1	65,000	5,000	60,000	470
	7989.021106 I-75, 13Mi to M59	-	-	29,300	230
	7989.022015 Stepenson-14Mi to I75	190,000	205,000	40,000	315
	7989.022025 Dequindre-LL to Auburn	45,000	8,000	7,000	55
	7989.022035 John R-Long Lk to Sq Lk	300,000	250,000	625,000	4,930
	7989.022045 John R-Sq Lk to South	245,000	220,000	110,000	865
	7989.022055 Livernois-LL to Sq Lk	275,000	220,000	115,000	910
	7989.022065 Roch-Barclay to Trinway	625,000	200,000	275,000	2,170
	7989.200 Concrete Crack Sealing	37,500	37,500	75,000	590
	7989.300 Industrial Rd Maint	800,000	-	-	-
	7989.500 Concrete Slab Replaceme	400,000	400,000	200,000	1,580
	7989.8000 Major Rd Const	5,633,680	-	-	-
	7989.892065 Rochester- I-75 to Torp	250,000	250,000	-	-
	7989.901016 Dequindre-14 Mile to BB	-	19,900	-	-
	7989.909031 Maplawn-Crooks to Map	200,000	150,000	2,350,000	18,540
	7989.912045 Long Lk-Liver to Roch	-	50	-	-
	7989.921025 John R/14 Mile Medians	-	100,000	-	-
	7989.922025 Maple-Coolidge to Eton	620,000	2,505,000	-	-
	7989.922035 Long Lk-Carnaby to John	600,000	360,000	240,000	1,890
	7989.932076 Big Beaver-Adams/Coolid	300,000	300,000	-	-
	7989.941086 Crooks-Sq Lk to S Blvd	518,000	35,000	783,000	6,180
	7989.942035 Long Lk-John R to Deq	3,794,000	3,794,000	2,706,000	21,350
	7989.942045 Coolidge/Wattles Inter	750,000	-	750,000	5,920
	7989.952015 Livernois-Wattles/Long	-	700,000	200,000	1,580
	7989.952035 S Blvd/Roch Intersectio	-	3,800	-	-
	7989.991025 Coolidge-Derby to Glfw	250,000	-	-	-

**CITY OF TROY**  
**CAPITAL EXPENDITURES**  
**ALL FUNDS**

ACTIVITY NAME	DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
401479 MAJOR ROADS	7989.991036 Dequindre-Wattles to Lo	\$ 264,000	\$ 538,000	\$ 400,000	\$ 3,160
	7989.992035 Rochester-Torpey/Barcla	150,000	100,000	50,000	395
	7989.992055 Square Lk/John R Inter	-	-	590,000	4,655
	7989.992065 Sqyare Lk/Dequindre Int	250,000	5,000	835,000	6,590
	7989.992075 Big Beaver-Livernois/Ro	-	531,000	300,000	2,370
<b>401479 MAJOR ROADS</b>		<b>21,315,680</b>	<b>11,580,150</b>	<b>14,354,300</b>	<b>113,255</b>
401499 LOCAL ROADS					
	7989.001021 Finch, Wattles to S	\$ 11,530	\$ 11,530	\$ -	\$ -
	7989.001101 Harris Street	10,000	10,000	-	-
	7989.021015 Section 22 Overlays	330,000	190,000	-	-
	7989.021025 Section 23 Overlays	750,000	-	1,000,000	10,450
	7989.021045 Section 7 Overlays	238,000	200,000	50,000	520
	7989.021061 Creston	-	268,000	101,000	1,055
	7989.021071 Larayne/Hillmore	-	-	425,000	4,440
	7989.021091 Walnut/Chestnut Hill	-	-	454,000	4,740
	7989.050 Local Road Construction	47,950	-	-	-
	7989.100 Asphalt Crack Sealing	37,500	37,500	-	-
	7989.120 Crack Sealing	-	-	100,000	1,045
	7989.150 Pavement Mgt System	180,000	-	180,000	1,880
	7989.200 Concrete Crack Sealing	62,500	62,500	-	-
	7989.500 Concrete Slab Replaceme	400,000	400,000	100,000	1,045
	7989.750 Reclamite	75,000	-	-	-
	7989.939323 Daley-N of Big Beaver	1,530	10,000	-	-
	7989.991041 Section 6 Seal Coats	-	-	410,000	4,280
	7989.991171 Forthton	6,700	10,000	-	-
<b>401499 LOCAL ROADS</b>		<b>2,150,710</b>	<b>1,199,530</b>	<b>2,820,000</b>	<b>29,455</b>
401513 SIDEWALKS					
	7989.006015 John R-E Laurel/Jeffrey	\$ 59,220	\$ 120,000	\$ -	\$ -
	7989.650 New Construction	986,650	860,000	110,000	-
	7989.700 Replacement Program	279,250	300,000	385,000	-
	7989.926055 John R-E Side, Laurel/Tucker	169,620	187,000	-	-
<b>401513 SIDEWALKS</b>		<b>1,494,740</b>	<b>1,467,000</b>	<b>495,000</b>	<b>-</b>

**CITY OF TROY  
CAPITAL EXPENDITURES  
ALL FUNDS**

ACTIVITY NAME	DESCRIPTION	2002 Budget	2002 Projected	2003 Budget	Estimated Annual Operating Cost
401520 TRAFFIC SIGNALS	7989.600 Traffic Signals	\$ 585,900	\$ 230,000	\$ 200,000	\$ 500
401520 TRAFFIC SIGNALS		585,900	230,000	200,000	500
STS STREETS		25,547,030	14,476,680	17,869,300	143,210
989 PUBLIC WORKS CONSTRUCTION		\$26,823,500	\$14,964,680	\$19,422,460	\$ 147,740
Operating Transfer Out		\$ -	\$ -	\$ 1,408,000	\$ -
<b>CAPITAL EXPENDITURES</b>		<b>\$78,402,280</b>	<b>\$51,936,150</b>	<b>\$47,150,100</b>	<b>\$ 559,260</b>

**CITY OF TROY**  
**PROP. B POLICE-FIRE FAC. FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Interest and Rents	\$ 17,719	\$ 2,000	\$ 50,000	\$ 10,000
Other Revenue	1,170,000	14,500,000	8,137,120	-
Operating Transfer In	-	-	-	2,600,000
<b>REVENUE</b>	<b>\$ 1,187,719</b>	<b>\$ 14,502,000</b>	<b>\$ 8,187,120</b>	<b>\$ 2,610,000</b>
<b><u>EXPENDITURES</u></b>				
Capital Outlay	\$ 4,683,881	\$ 9,146,440	\$ 5,000,000	\$ 2,610,000
<b>EXPENDITURES</b>	<b>\$ 4,683,881</b>	<b>\$ 9,146,440</b>	<b>\$ 5,000,000</b>	<b>\$ 2,610,000</b>
Revenue Over (Under) Expenditures	\$ (3,496,162)	\$ 5,355,560	\$ 3,187,120	\$ -



**CITY OF TROY**  
**PROP. C RECREATION FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Interest and Rents	\$ 62,127	\$ 20,000	\$ 50,000	\$ -
Other Revenue	9,470,000	14,000,000	-	-
Operating Transfer In	-	797,000	10,012,970	400,000
<b>REVENUE</b>	<b>\$ 9,532,127</b>	<b>\$ 14,817,000</b>	<b>\$ 10,062,970</b>	<b>\$ 400,000</b>
<b><u>EXPENDITURES</u></b>				
Capital Outlay	\$ 18,284,042	\$ 6,065,000	\$ 10,062,970	\$ 400,000
<b>EXPENDITURES</b>	<b>\$ 18,284,042</b>	<b>\$ 6,065,000</b>	<b>\$ 10,062,970</b>	<b>\$ 400,000</b>
Revenue Over (Under) Expe	\$ (8,751,915)	\$ 8,752,000	\$ -	\$ -

**CITY OF TROY**  
**SPECIAL ASSESSMENT FUND**  
**REVENUE AND EXPENDITURES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Interest and Rents	\$ 397,887	\$ 400,000	\$ 400,000	\$ 300,000
Other Revenue	201,299	300,000	300,000	1,735,070
<b>REVENUE</b>	<b>\$ 599,186</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>	<b>\$ 2,035,070</b>
<b><u>EXPENDITURES</u></b>				
Capital Outlay	\$ -	\$ 309,530	\$ 150,000	\$ -
Debt Service	608,560	36,690	36,560	35,070
Operating Transfer Out	-	-	-	2,000,000
<b>EXPENDITURES</b>	<b>\$ 608,560</b>	<b>\$ 346,220</b>	<b>\$ 186,560</b>	<b>\$ 2,035,070</b>
Revenue Over (Under) Expenditures	\$ (9,374)	\$ 353,780	\$ 513,440	\$ -

## **PARKS AND RECREATION/AQUATICS DIVISION**

### **FUNCTIONAL ORGANIZATIONAL CHART**

#### **ADMINISTRATION**

- Conducts facility planning and development
- Works on intergovernmental projects
- Works on Capital improvement projects
- Marketing
- Staff assignments
- Park planning and development
- Prepares and administers department budget
- Sponsorship and donations

#### **AQUATICS DIVISION**

- Operates the Troy Family Aquatic Center
- Processes more than 50,000 admissions annually
- Offers classes including: Jr. Lifeguarding, Learn To Swim and preschool swimming lessons
- Provides group rentals to residents, businesses and school groups
- Provides more than 15 special events during the summer including cooperative teen program

**PARKS AND RECREATION/AQUATICS DIVISION**  
**AQUATIC CENTER FUND REVENUE AND EXPENSES**

DESCRIPTION				
	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Charges for Service	\$ 359,840	\$ 381,500	\$ 371,000	\$ 431,620
Interest and Rents	28,653	28,600	24,600	28,000
Other Revenue	14	30		
<b>REVENUE</b>	<b>\$ 388,507</b>	<b>\$ 410,130</b>	<b>\$ 395,600</b>	<b>\$ 459,620</b>
<b><u>EXPENSES</u></b>				
Personal Service Control	242,938	239,110	269,030	261,380
Supplies	22,592	32,140	39,430	33,940
Other Services/Charges	268,646	271,660	301,240	282,800
<b>EXPENSES</b>	<b>\$ 534,176</b>	<b>\$ 542,910</b>	<b>\$ 609,700</b>	<b>\$ 578,120</b>
Revenue Over (Under) Expenses	\$ (145,669)	\$ (132,780)	\$ (214,100)	\$ (118,500)
<b>CAPITAL OUTLAY</b>	<b>\$ 14,148</b>	<b>\$ 13,500</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

**PARKS AND RECREATION/AQUATICS DIVISION**  
**DEPARTMENT AT A GLANCE**

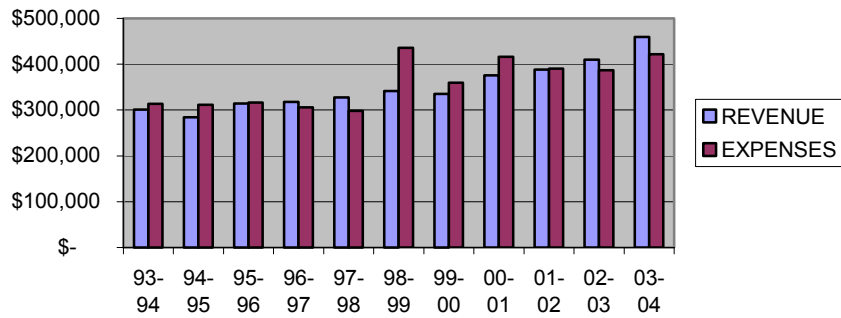
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Personal Services	\$226,129	\$242,938	\$239,110	\$269,030	\$261,380	-2.8%
Supplies	37,445	22,592	32,140	39,430	33,940	-13.9
Other Services/Charges	279,304	268,646	271,660	301,240	282,800	-6.1
Capital Outlay	0	14,148	13,500	50,000	50,000	0
<b>TOTAL DEPARTMENT</b>	<b>\$542,878</b>	<b>\$548,324</b>	<b>\$556,410</b>	<b>\$659,700</b>	<b>\$628,120</b>	<b>-4.8%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Aquatic Center	1/3	69	1/3	74	1/3	69	1/3	74
<b>TOTAL DEPARTMENT</b>	<b>1/3</b>	<b>69</b>	<b>1/3</b>	<b>74</b>	<b>1/3</b>	<b>69</b>	<b>1/3</b>	<b>74</b>

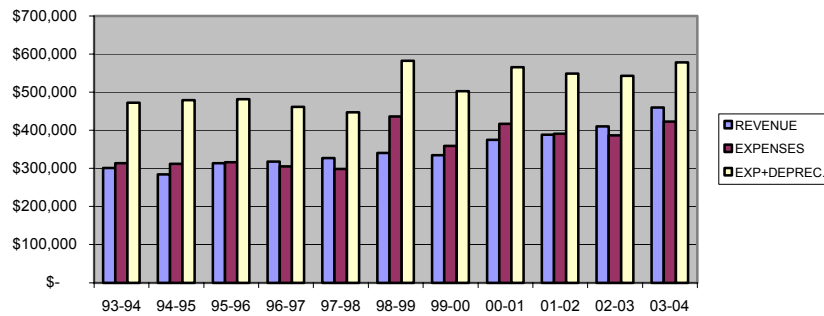
# PARKS AND RECREATION/AQUATICS DIVISION

## KEY DEPARTMENTAL TRENDS

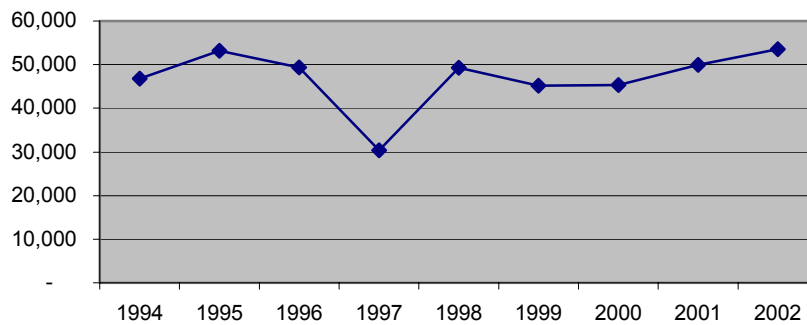
**TROY FAMILY AQUATIC CENTER OPERATING RESULTS  
W/O DEPRECIATION**



**TROY FAMILY AQUATIC CENTER OPERATING RESULTS W/DEPRECIATION**



**TROY FAMILY AQUATIC CENTER ATTENDANCE**



**PARKS AND RECREATION/AQUATICS DIVISION**  
**SERVICE STATEMENT**

The Aquatics Division offers programs to enrich the lives of Troy residents and area businesses, and to provide family recreation and education at the Troy Family Aquatic Center.

More than 85,000 residents, non-resident employees, non-residents (began in 2002) and their guests have the opportunity to enjoy the many amenities including: water slides, volleyball courts, food concessions, a play area and recreation swimming. Special events and classes are offered for a variety of ages.

The Aquatics Division is part of the Parks and Recreation Department. Part of the mission is to provide quality swim lessons, special events and recreational swimming opportunities.

**PARKS AND RECREATION/AQUATICS DIVISION**  
**2003/04 PERFORMANCE OBJECTIVES**

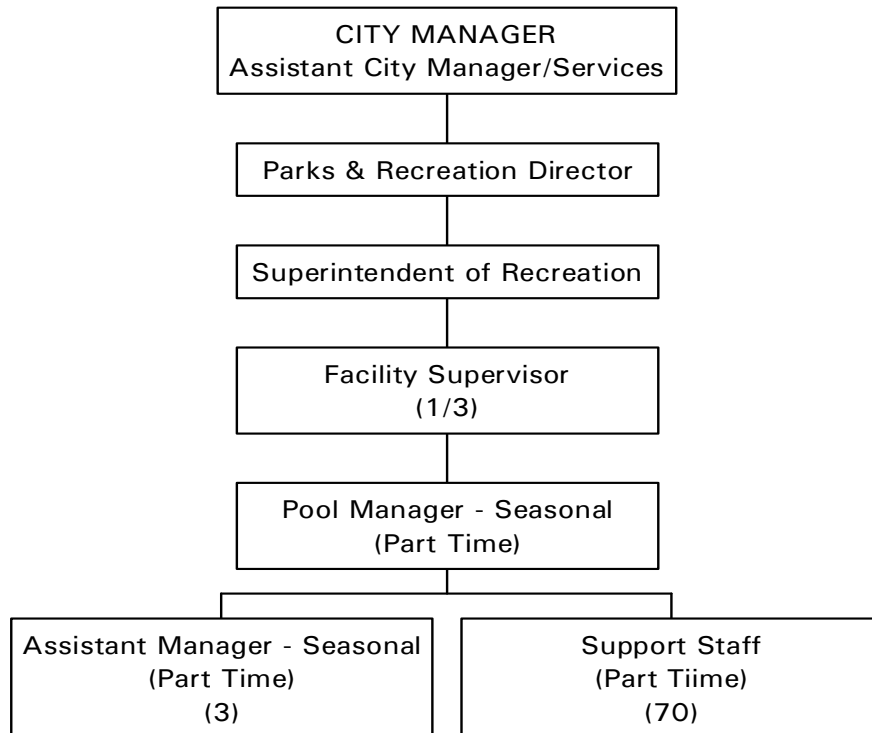
1. Increase the number of admissions to the Aquatic Center by further developing a marketing plan. (G&O#1,3)
2. Promote facility to business sector in Troy, and reach out to non-residents. (G&O#1,3)

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Aquatic Center admissions	53,140	51,555	51,926	52,060
Season pass attendance	27,125	38,100	39,336	38,400
Daily pass	13,685	6,400	6,320	6,500
Guest pass *	12,078	6,800	5,600	6,900
Birthday party attendance	252	255	500	260

\*In 2002 and 2003, guest numbers include non-resident employees and non-residents.



**PARKS AND RECREATION/AQUATICS DIVISION**  
**ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Approved 2003/04
<b>POSITION:</b>			
Facility Supervisor	1/3	1/3	1/3
Pool Manager-Seasonal (Part Time)	1	1	1
Assistant Manager – Seasonal (Part Time)	3	3	3
Support Staff (Part Time)	70	70	70
<b>TOTAL DEPARTMENT</b>	<b>74 1/3</b>	<b>74 1/3</b>	<b>74 1/3</b>

**PARKS AND RECREATION/AQUATICS DIVISION**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –  
2003/04 BUDGET  
COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

The Personal Services budget shows a decrease over last year, but an increase over the estimated year-end projection, due to last summer's cutbacks.

**SUPPLIES:**

In the Supplies account there was a slight decrease over last year due to concerted efforts to reduce overall expenses.

**REVENUE CHANGE:**

Revenues are projected to be higher with proposed non-resident entrance fees and increased overall fees.

## **PARKS AND RECREATION /GOLF DIVISION**

### **FUNCTIONAL ORGANIZATIONAL CHART**

#### **DEPARTMENT ADMINISTRATION**

- Conducts facility planning and development
- Works on intergovernmental projects
- Capital improvement projects
- Grants
- Marketing
- Staff assignments
- Park planning and development
- Prepares and administers department budget
- Sponsorship and donations

#### **GOLF DIVISION**

- Provides quality customer service
- Operates municipal golf operation
- Acts as liaison with restaurant operation
- Provides for repairs and improvements to course
- Maintains winter ski trail and sledding area
- Offers quality tournament program for City residents
- In the fall of 2003, offers a full practice facility at the new Section One golf course

**PARKS AND RECREATION/GOLF DIVISION**  
**GOLF COURSE FUNDS – REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>REVENUE</b>				
<b>Sylvan Glen</b>				
Charges for Services	\$ 1,184,980	\$ 1,251,960	\$ 1,290,000	\$ 1,289,530
Interest and Rents	83,851	90,000	100,000	90,000
Other Revenue	-	10,520	-	-
Operating Transfer In	177,672	103,470	180,690	11,530
<b>REVENUE</b>	<b>\$ 1,446,503</b>	<b>\$ 1,455,950</b>	<b>\$ 1,570,690</b>	<b>\$ 1,391,060</b>
<b>EXPENSES</b>				
<b>Sylvan Glen Greens</b>				
Personal Service Control	\$ 405,255	\$ 424,970	\$ 448,880	\$ 432,060
Supplies	170,526	157,580	153,040	153,200
Other Services/Charges	278,214	311,680	312,680	306,830
<b>SYLVAN GLEN GREENS</b>	<b>\$ 853,995</b>	<b>\$ 894,230</b>	<b>\$ 914,600</b>	<b>\$ 892,090</b>
<b>Sylvan Glen Pro Shop</b>				
Personal Service Control	\$ 213,713	\$ 221,730	\$ 241,050	\$ 224,950
Supplies	57,234	52,150	58,950	55,350
Other Services/Charges	69,873	60,980	104,090	73,670
<b>SYLVAN GLEN PRO SHOP</b>	<b>\$ 340,820</b>	<b>\$ 334,860</b>	<b>\$ 404,090</b>	<b>\$ 353,970</b>
<b>EXPENSES</b>	<b>\$ 1,194,815</b>	<b>\$ 1,229,090</b>	<b>\$ 1,318,690</b>	<b>\$ 1,246,060</b>
Revenue Over (Under) Expenses	\$ 251,688	\$ 226,860	\$ 252,000	\$ 145,000
<b>SYLVAN GLEN CAPITAL</b>				
<b>CAPITAL OUTLAY</b>	<b>\$ 162,161</b>	<b>\$ 226,860</b>	<b>\$ 252,000</b>	<b>\$ 145,000</b>

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>REVENUE</b>				
<b>Section 1 Golf Course</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 102,000
Interest and Rents	-	-	-	1,000
<b>REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 103,000</b>
<b>EXPENSES</b>				
<b>Section 1 Golf Course Pro Shop</b>				
Personal Service Control	\$ -	\$ -	\$ -	\$ 38,940
Supplies	-	-	-	5,800
Other Services/Charges	-	-	-	14,170
<b>EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,910</b>

**PARKS AND RECREATION/GOLF DIVISION**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Sylvan Glen Greens	\$852,359	\$853,995	\$894,230	\$914,600	\$892,090	-2.5%
Sylvan Glen Pro Shop	278,417	340,820	334,860	404,090	353,970	-12.4
Section 1 Pro Shop	0	0	0	0	58,910	0
<b>TOTAL DEPARTMENT</b>	<b>\$1,130,776</b>	<b>\$1,194,815</b>	<b>\$1,229,090</b>	<b>\$1,318,690</b>	<b>\$1,304,970</b>	<b>-1.0%</b>
Personal Services	\$590,930	\$618,968	\$646,700	\$689,930	\$695,950	.9%
Supplies	218,488	227,760	209,730	211,990	214,350	1.1
Other Services/Charges	321,358	348,087	372,660	416,770	394,670	-5.3
<b>TOTAL DEPARTMENT</b>	<b>\$1,130,776</b>	<b>\$1,194,815</b>	<b>\$1,229,090</b>	<b>\$1,318,690</b>	<b>\$1,304,970</b>	<b>-1.0%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Pro Shop	1	19	1	19	1	20	1	20*
Greens	3	16	3	16	3	18	3	16
<b>TOTAL DEPARTMENT</b>	<b>4</b>	<b>35</b>	<b>4</b>	<b>35</b>	<b>4</b>	<b>38</b>	<b>4</b>	<b>36</b>

\*Denotes staffing at Sylvan Glen and Section One golf courses.

**PARKS AND RECREATION /GOLF DIVISION**  
**SERVICE AND MISSION STATEMENTS**

**SERVICE STATEMENT:**

The Golf Division is part of the Parks and Recreation Department and operates the Sylvan Glen Golf Course, which provides an opportunity for over 60,000 rounds of golf to the community. In addition, the new golf course practice facility will be in operation starting in the fall of 2003. The Golf Division is a full-service operation, providing golf lessons, facility maintenance, mechanical repairs, pro-shop operations, restaurant/banquet opportunities and course improvements. Sylvan Glen also provides winter cross-country skiing opportunities.

**MISSION STATEMENT:**

It is the mission of the Golf Division to provide a quality golf experience for area residents and businesses.

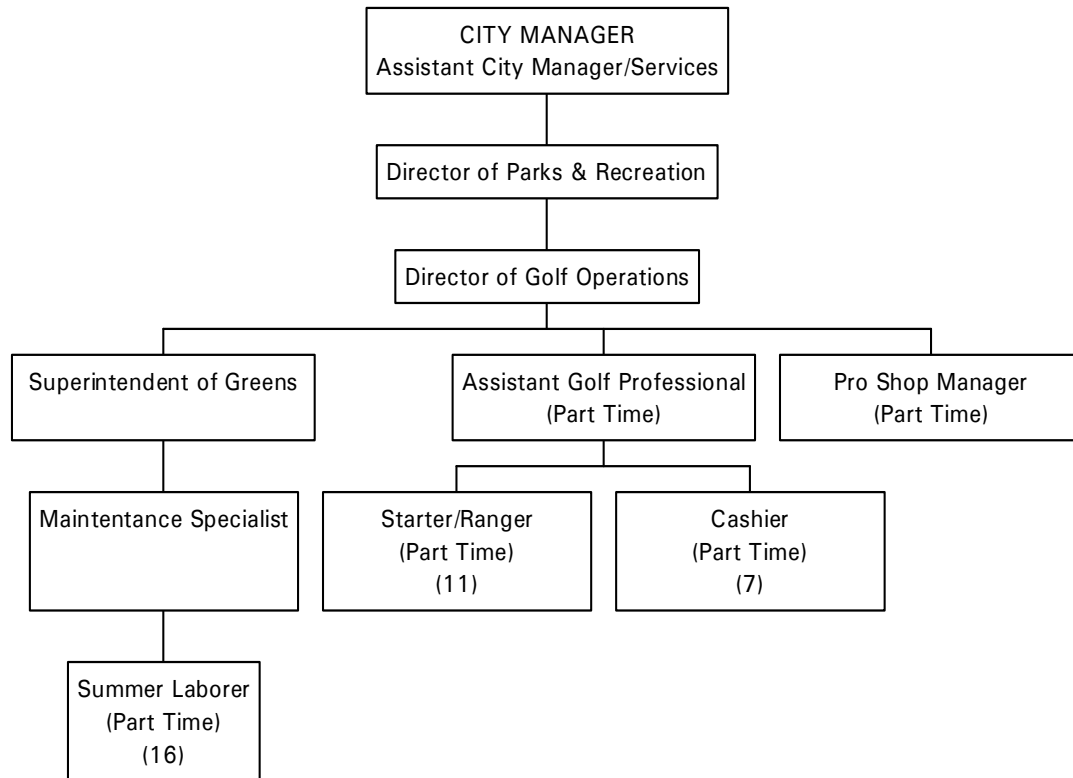
**PARKS AND RECREATION /GOLF DIVISION**  
**2003/04 PERFORMANCE OBJECTIVES**

1. Develop policies and procedures for new golf course in Section 1. (G&O#3,4)
2. Open driving range of new golf course in Section 1. (G&O#1,4)
3. Strengthen customer relations for both Sylvan Glen and new golf course in Section 1. (G&O#3)
4. Increase participation in the tournament programs. (G&O#1,3)
5. Continued improvements to golf course, pro-shop and outside areas. (G&O#4,6)

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Rounds of Golf	55,982	56,500	60,700	59180
Cart and Club Rentals	\$226,843	\$245,000	\$246,340	\$261,680
Pro-Shop Sales	\$42,183	\$45,400	\$46,200	\$48,000
Section 1 Range Sales	N/A	N/A	N/A	\$103,000
Section 1 Pro-Shop Sales	N/A	N/A	N/A	\$2,000

# PARKS AND RECREATION /GOLF DIVISION

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Director of Golf Operations	1	1	1
Assistant Golf Professional (Part Time)	1	1	1
Superintendent of Greens	1	1	1
Maintenance Specialist	2	2	2
Summer Laborer (Part Time)	16	18	16
Cashier (Part Time)	7	5	7
Starter Ranger (Part Time)	11	13	11
Pro Shop Manager (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>40</b>	<b>42</b>	<b>40*</b>

\*Denotes staffing for both Sylvan Glen and Section One golf courses



**PARKS AND RECREATION/GOLF DIVISION**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

In an effort to increase the overall production of the Golf Division, there is a decrease in the Personal Services budget.

**CAPITAL OUTLAY:**

All capital improvement projects are being minimized to increase the Golf Division's Capital Reserve Fund.

**SECTION ONE GOLF COURSE:**

Effective July 1, 2003 the new golf course in Section One will be added to the Golf Division. Revenue and expense sheets will be added.



**DEPARTMENT OF PUBLIC WORKS**  
**WATER AND SEWER DIVISION**  
**FUNCTIONAL ORGANIZATIONAL CHART**

**WATER & SEWER BILLING  
AND ACCOUNTS**

- Provides billing and account management and administration
- Provides contact with field crews, transmits and receives all radio, pager, and cell phone calls through the base station
- Provides clerical support to the department

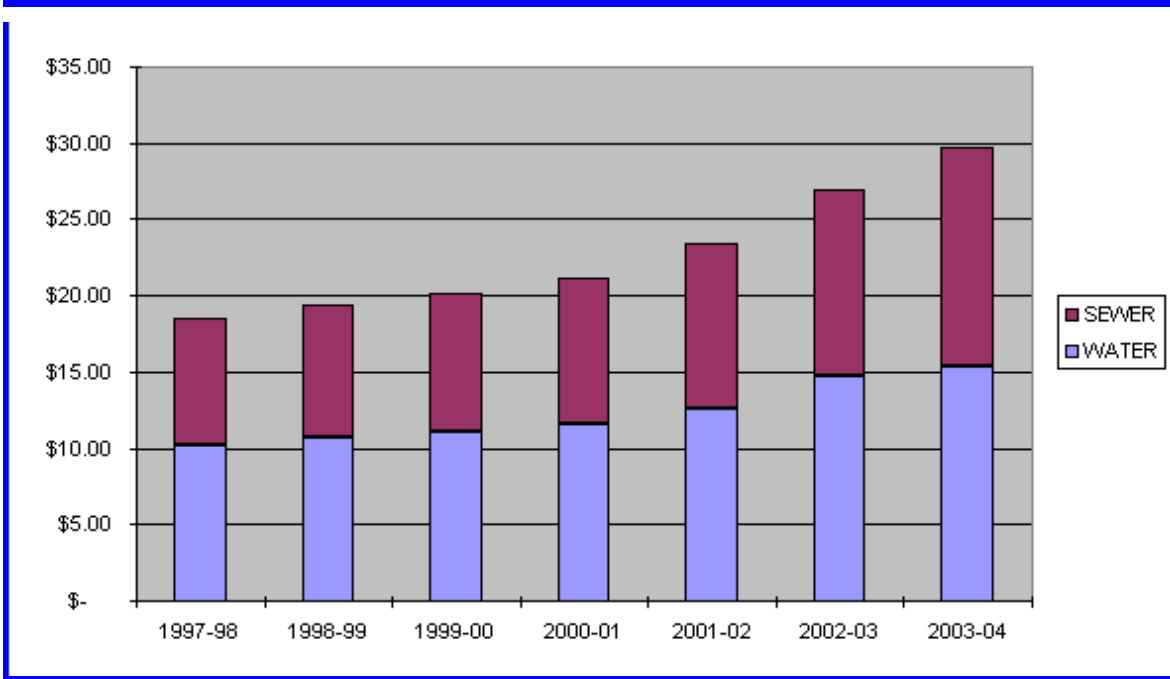
**WATER TRANSMISSION  
AND DISTRIBUTION**

- Provides accurate and continuous readings of water meters
- Maintains water distribution system, including hydrants, services and meters
- Responds to citizen service requests and inquiries related to water quality questions, water pressure problems and water main construction
- Inspects, assists and supervises contractors in the maintenance of the water distribution system
- Inspects connections to the water supply in commercial buildings and enforces City Ordinances related to cross connection control

**SEWER MAINTENANCE**

- Maintains and repairs the sanitary sewer system
- Maintenance includes cleaning, televising, and repairing sanitary sewers and manholes
- Responds to service request calls related to the sanitary sewer system
- Inspects, assists and supervises subcontractors in the maintenance of the sanitary sewer system

**DEPARTMENT OF PUBLIC WORKS**  
**WATER AND SEWER DIVISION**  
**WATER AND SEWER RATE HISTORY PER MCF**



	1997-98 RATES	1998-99 RATES	1999-00 RATES	2000-01 RATES	2001-02 RATES	2002-03 RATES	PROPOSED 2003-04 RATES	RATE ADJ.
WATER	\$ 10.25	\$ 10.75	\$ 11.06	\$ 11.60	\$ 12.56	\$ 14.68	\$ 15.40	\$ 0.72
SEWER	8.32	8.65	9.11	9.57	10.86	12.32	14.30	\$ 1.98
<b>TOTAL RATE</b>	<b>\$ 18.57</b>	<b>\$ 19.40</b>	<b>\$ 20.17</b>	<b>\$ 21.17</b>	<b>\$ 23.42</b>	<b>\$ 27.00</b>	<b>\$ 29.70</b>	<b>\$ 2.70</b>

**DEPARTMENT OF PUBLIC WORKS**  
**SEWER DIVISION**  
**SEWER FUND REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUES</u></b>				
Sewer Fund Revenue				
Charges for Service	\$7,796,605	\$8,875,000	\$8,310,000	\$9,630,000
Interest and Rents	501,018	310,000	775,000	300,000
Other Revenue	762,994	-	10,000	-
<b>REVENUE</b>	<b>\$9,060,617</b>	<b>\$9,185,000</b>	<b>\$9,095,000</b>	<b>\$9,930,000</b>
<b><u>EXPENSES</u></b>				
Sewer Administration				
Personal Service Control	\$ 134,590	\$ 149,860	\$ 149,160	\$ 155,260
Supplies	7	100	100	100
Other Services/Charges	6,719,397	8,022,470	7,120,610	8,030,390
<b>SEWER ADMINISTRATION</b>	<b>\$6,853,994</b>	<b>\$8,172,430</b>	<b>\$7,269,870</b>	<b>\$8,185,750</b>
Sewer Maintenance				
Personal Service Control	\$ 353,728	\$ 416,580	\$ 513,570	\$ 534,100
Supplies	20,088	28,960	28,960	28,960
Other Services/Charges	200,941	272,120	230,040	273,610
Operating Transfer Out	781,890	844,150	850,200	897,960
<b>SEWER MAINTENANCE</b>	<b>\$1,356,647</b>	<b>\$1,561,810</b>	<b>\$1,622,770</b>	<b>\$1,734,630</b>
<b>EXPENSES</b>	<b>\$8,210,641</b>	<b>\$9,734,240</b>	<b>\$8,892,640</b>	<b>\$9,920,380</b>
Revenue Over (Under) Expenses	\$ 849,976	\$ (549,240)	\$ 202,360	\$ 9,620
<b>SEWER FUND CAPITAL</b>				
<b>CAPITAL OUTLAY</b>	<b>\$3,109,914</b>	<b>\$ 870,000</b>	<b>\$3,315,020</b>	<b>\$3,379,600</b>

**DEPARTMENT OF PUBLIC WORKS**  
**SEWER DIVISION**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Sewer Administration	\$5,993,650	\$6,853,994	\$8,172,430	\$7,269,870	\$8,185,750	12.6%
Sewer Maintenance	1,236,906	1,356,648	1,561,810	1,622,770	1,734,630	6.9
<b>TOTAL DEPARTMENT</b>	<b>\$7,230,556</b>				<b>\$9,920,380</b>	<b>11.6%</b>
Personal Services	\$442,024	\$488,318	\$566,440	\$662,730	\$689,360	4.0%
Supplies	22,391	20,096	29,060	29,060	29,060	0
Other Services/Charges	6,020,541	6,920,338	8,294,590	7,350,650	8,304,000	13.0
Transfer Out	745,600	781,890	844,150	850,200	897,960	5.6
<b>TOTAL DEPARTMENT</b>	<b>\$7,230,556</b>	<b>\$8,210,642</b>	<b>\$9,734,240</b>	<b>\$8,892,640</b>	<b>\$9,920,380</b>	<b>11.6%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Sewer Division	14	0	14	0	14	0	14	0
<b>TOTAL DEPARTMENT</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>

**DEPARTMENT OF PUBLIC WORKS**  
**WATER DIVISION**  
**WATER FUND REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>REVENUE</b>				
Charges for Service	\$ 9,635,678	\$ 10,150,000	\$ 9,804,000	\$ 10,295,500
Interest and Rents	630,238	444,000	894,000	448,000
Other Revenue	1,148,080	-	-	-
<b>REVENUE</b>	<b>\$ 11,413,996</b>	<b>\$ 10,594,000</b>	<b>\$ 10,698,000</b>	<b>\$ 10,743,500</b>
<b>EXPENSES</b>				
Water Trans & Distr				
Personal Service Control	\$ 89,667	\$ 99,600	\$ 98,370	\$ 102,330
Supplies	11,842	18,520	5,570	100,000
Other Services/Charges	40,107	45,000	41,430	44,000
<b>WATER TRANS &amp; DISTR</b>	<b>\$ 141,616</b>	<b>\$ 163,120</b>	<b>\$ 145,370</b>	<b>\$ 246,330</b>
Water Customer Installation				
Personal Service Control	\$ -	\$ 99,180	\$ 99,180	\$ 102,870
Supplies	-	500	500	500
Other Services/Charges	-	5,000	5,000	5,000
<b>WATER CUSTOMER INSTALLATION</b>	<b>\$ -</b>	<b>\$ 104,680</b>	<b>\$ 104,680</b>	<b>\$ 108,370</b>
Water Contractors Service				
Personal Service Control	\$ 158,242	\$ 170,840	\$ 179,290	\$ 182,260
Supplies	2,408	3,000	3,000	3,000
Other Services/Charges	15,085	15,000	13,000	15,000
<b>WATER CONTRACTORS SERVICE</b>	<b>\$ 175,735</b>	<b>\$ 188,840</b>	<b>\$ 195,290</b>	<b>\$ 200,260</b>
Water Main Testing				
Personal Service Control	\$ 86,918	\$ 61,560	\$ 175,090	\$ 182,110
Supplies	249	-	500	500
Other Services/Charges	5,263	5,000	7,580	5,000
<b>WATER MAIN TESTING</b>	<b>\$ 92,430</b>	<b>\$ 66,560</b>	<b>\$ 183,170</b>	<b>\$ 187,610</b>
Maintenance of Mains				
Personal Service Control	\$ 225,909	\$ 212,500	\$ 180,210	\$ 187,420
Supplies	44,361	50,000	60,000	60,000
Other Services/Charges	85,191	98,000	86,160	88,000
<b>MAINTENANCE OF MAINS</b>	<b>\$ 355,461</b>	<b>\$ 360,500</b>	<b>\$ 326,370</b>	<b>\$ 335,420</b>
Maintenance of Services				
Personal Service Control	\$ 154,065	\$ 137,360	\$ 135,760	\$ 141,190
Supplies	22,696	65,000	21,000	21,000
Other Services/Charges	42,334	35,000	35,000	35,000
<b>MAINTENANCE OF SERVICES</b>	<b>\$ 219,095</b>	<b>\$ 237,360</b>	<b>\$ 191,760</b>	<b>\$ 197,190</b>

**DEPARTMENT OF PUBLIC WORKS**  
**WATER DIVISION**  
**WATER FUND REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
Maintenance of Meters				
Personal Service Control	\$ 89,178	\$ 94,340	\$ 87,970	\$ 91,480
Supplies	76,745	90,000	150,000	150,000
Other Services/Charges	7,280	9,000	9,000	9,000
<b>MAINTENANCE OF METERS</b>	<b>\$ 173,203</b>	<b>\$ 193,340</b>	<b>\$ 246,970</b>	<b>\$ 250,480</b>
Maintenance of Hydrants				
Personal Service Control	\$ 174,265	\$ 173,470	\$ 235,130	\$ 244,530
Supplies	60,892	52,000	52,000	52,000
Other Services/Charges	32,138	40,000	40,000	40,000
<b>MAINTENANCE OF HYDRANTS</b>	<b>\$ 267,295</b>	<b>\$ 265,470</b>	<b>\$ 327,130</b>	<b>\$ 336,530</b>
Water Meters & Tap-Ins				
Personal Service Control	\$ 99,806	\$ 108,360	\$ 202,140	\$ 209,350
Supplies	80,245	90,000	90,000	90,000
Other Services/Charges	40,778	44,880	52,580	47,580
<b>WATER METERS &amp; TAP-INS</b>	<b>\$ 220,829</b>	<b>\$ 243,240</b>	<b>\$ 344,720</b>	<b>\$ 346,930</b>
Water Meter Reading				
Personal Service Control	\$ 69,969	\$ 73,550	\$ 71,600	\$ 74,470
Supplies	-	-	500	500
Other Services/Charges	9,186	8,300	8,670	8,300
<b>WATER METER READING</b>	<b>\$ 79,155</b>	<b>\$ 81,850</b>	<b>\$ 80,770</b>	<b>\$ 83,270</b>
Water Accounting & Collecting				
Personal Service Control	\$ 20,416	\$ 23,590	\$ 29,480	\$ 30,640
Supplies	15,993	23,800	16,490	21,500
Other Services/Charges	5,806	17,580	9,580	20,000
<b>WATER ACCOUNTING &amp; COLLECTING</b>	<b>\$ 42,215</b>	<b>\$ 64,970</b>	<b>\$ 55,550</b>	<b>\$ 72,140</b>
Water Administration				
Personal Service Control	\$ 422,611	\$ 387,490	\$ 394,180	\$ 410,220
Supplies	26,513	22,220	22,220	22,220
Other Services/Charges	6,516,337	7,787,650	7,743,950	7,828,340
Debt Service	82,625	53,700	53,700	17,000
<b>WATER ADMINISTRATION</b>	<b>\$ 7,048,086</b>	<b>\$ 8,251,060</b>	<b>\$ 8,214,050</b>	<b>\$ 8,277,780</b>
<b>EXPENSES</b>	<b>\$ 8,815,120</b>	<b>\$ 10,220,990</b>	<b>\$ 10,415,830</b>	<b>\$ 10,642,310</b>
Revenue Over (Under) Expenses	\$ 2,598,876	\$ 373,010	\$ 282,170	\$ 101,190
<b>WATER FUND CAPITAL</b>				
<b>CAPITAL OUTLAY</b>	<b>\$ 3,813,342</b>	<b>\$ 3,765,980</b>	<b>\$ 8,654,300</b>	<b>\$ 8,911,000</b>



**DEPARTMENT OF PUBLIC WORKS**  
**WATER DIVISION**  
**DEPARTMENT AT A GLANCE**

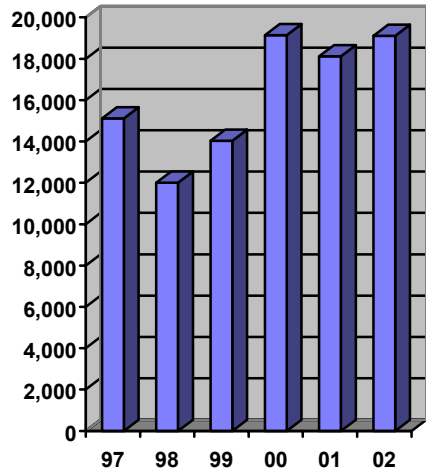
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Transmission & Dist.	\$1,363,255	\$1,424,833	\$1,579,870	\$1,720,740	\$1,862,190	8.2%
Accounting & Collecting	123,185	121,371	146,820	136,320	155,410	14.0
Meters & Tap-ins	219,789	220,830	243,240	344,720	346,930	.6
Administration	6,446,527	7,048,086	8,251,060	8,214,050	8,277,780	.8
<b>TOTAL DEPARTMENT</b>	<b>\$8,152,756</b>	<b>\$8,815,120</b>	<b>\$10,220,990</b>	<b>\$10,415,830</b>	<b>\$10,642,31</b>	<b>2.2%</b>
Personal Services	\$1,428,405	\$1,591,047	\$1,641,840	\$1,888,400	\$1,958,870	3.7%
Supplies	325,050	341,943	415,040	421,780	521,220	23.6
Other Services/Charges	6,260,713	6,799,505	8,110,410	8,051,950	8,145,220	1.2
Debt Service	138,588	82,625	53,700	53,700	17,000	-68.3
<b>TOTAL DEPARTMENT</b>	<b>\$8,152,756</b>	<b>\$8,815,120</b>	<b>\$10,220,990</b>	<b>\$10,415,830</b>	<b>10,642,310</b>	<b>2.2%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Water Division	19	6	19	6	19	6	19	6
<b>TOTAL DEPARTMENT</b>	<b>19</b>	<b>6</b>	<b>19</b>	<b>6</b>	<b>19</b>	<b>6</b>	<b>19</b>	<b>6</b>

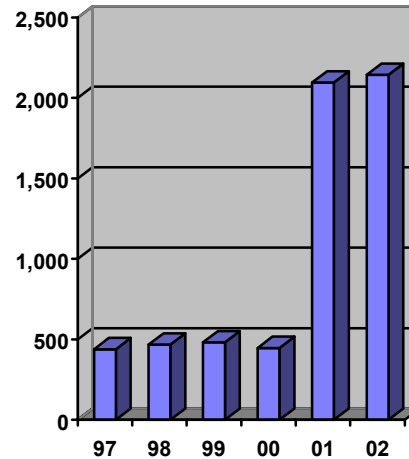
# DEPARTMENT OF PUBLIC WORKS

## WATER AND SEWER DIVISION

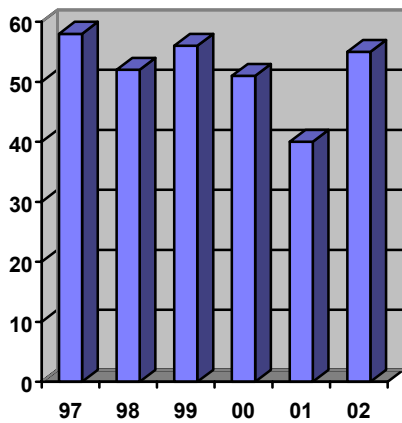
### KEY DEPARTMENTAL TRENDS



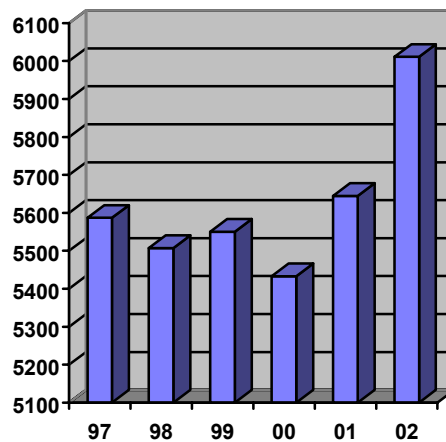
■ Requests for staking processed



■ Backflow preventor testing



■ Water main breaks



■ Fire hydrants winterized

## **DEPARTMENT OF PUBLIC WORKS**

### **WATER AND SEWER DIVISION**

#### **SERVICE STATEMENT**

The Water and Sewer Division is dedicated to serve the residents of the City of Troy by ensuring that the quality of the drinking water is above all standards and the quantity of water needed to fight fires is never compromised.

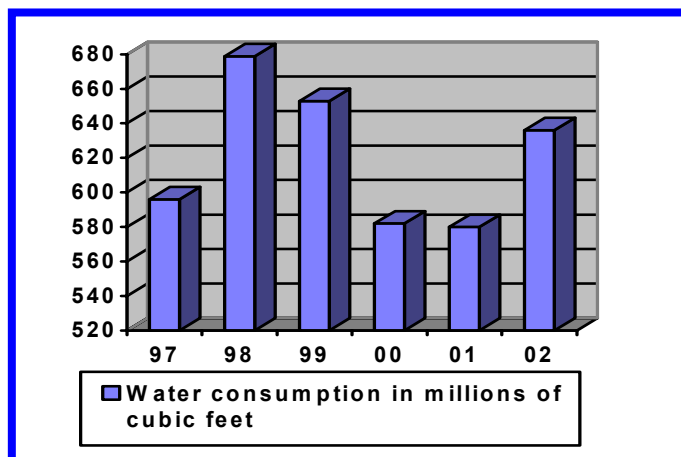
The division is also dedicated to ensuring the safe and efficient discharge of wastewater to a waste treatment facility.

The services provided by this division are available 24 hours a day, 365 days a year. The staff is well trained and motivated to operate and maintain the system in the most efficient manner for the health, safety and welfare of the City's residents.

The Water Distribution Division is responsible for the accurate and continuous reading of residential, commercial, and industrial water meters. The maintenance and service of water meters, validation of high, low, or questionable reads, and testing for accuracy are important daily functions. Fire hydrants, gatewells, valves, and meter vaults are routinely inspected for repairs, cleaning, and structural integrity. Inspections are conducted at commercial and industrial establishments annually to check for cross connection violations, and the proper installation of backflow prevention devices. When necessary, violation notices are issued to those establishments not meeting City and State ordinances, rules and regulations. Follow-up visits are made to re-inspect for compliance.

The Sanitary Sewer Division is responsible for maintaining designed sewerage flows through the City-owned sanitary sewer system. The staff conducts regular thorough sewer inspections and continuously repairs and restores damaged structures and sewer lines. The sanitary sewer system is cleaned on a regular basis as part of a proactive maintenance program. Debris is removed from the system to prevent blockage.

The office staff is responsible for preparing accurate water and sanitary sewer bills, and ensuring that they are mailed out to our customers in a timely fashion. They maintain the water billing system and all pertinent water and sewer records for every residential, commercial, and industrial establishment in the community. The office staff is, in most cases, the first contact our customers have with the division. These employees handle over 6000 water and/or sewer related inquiries annually.

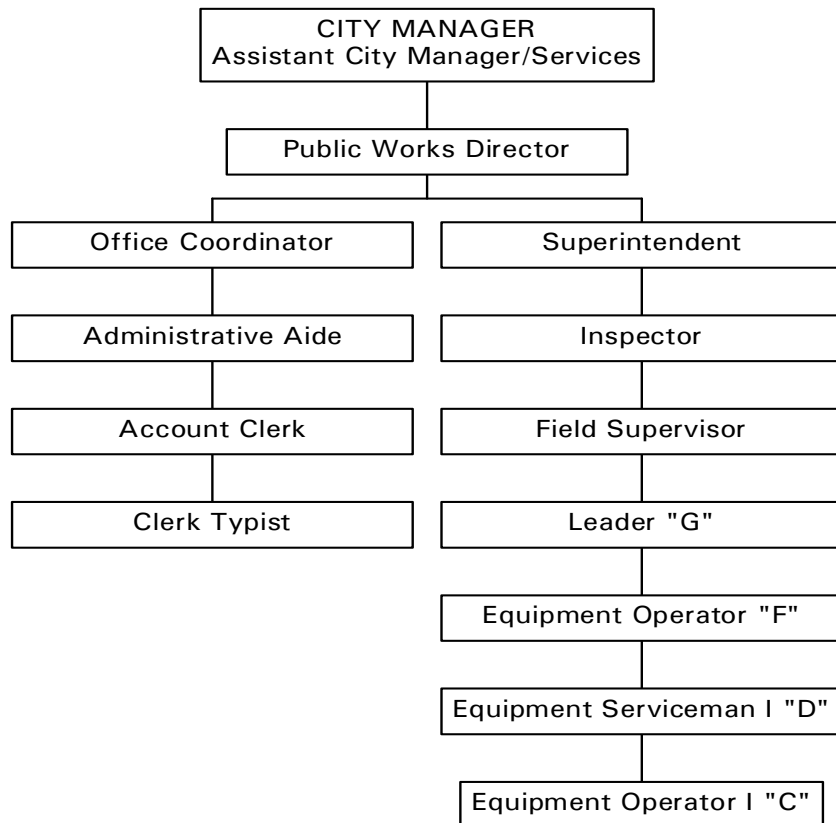


**DEPARTMENT OF PUBLIC WORKS  
WATER AND SEWER DIVISION  
2003/04 PERFORMANCE OBJECTIVES**

1. Complete installation of remote radio reading devices on commercial water meters. These units emit a radio frequency that transmits the water meter readings to a vehicle as it passes in proximity of the water meter. (G&O#5)

<b>PERFORMANCE INDICATORS</b>	<b>2001/02 Actual</b>	<b>2002/03 Projected</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
Service Requests Received & Handled/Yearly	2,653	2,900	2,900	2,900
New Residential/Commercial Water Taps	151	149	150	140
New Residential/Commercial Water Meter Installations	166	162	165	140
Backflow Preventor Testing Compliance	1,476	1,620	1,660	1,700
Site Plans Reviewed	58	58	55	55
City of Detroit Water Bills Processed	12	12	12	12
Repaired Water Main Breaks	55	56	55	55
Valves Turned	7,514	7,500	7,500	7,500
Water Services Re-tapped	134	140	150	150
Miss Dig Teletypes Processed	19,106	19,900	20,000	20,100
Hydrants Winterized	6,011	6,100	6,100	6,200
Water Sample Testing	215	225	225	230
Sanitary sewers cleaned (in feet)	1,918,932	1,900,000	1,900,000	2,000,000
10 year meter exchanges	686	710	710	730

**DEPARTMENT OF PUBLIC WORKS**  
**WATER AND SEWER DIVISION**  
**ORGANIZATIONAL CHART**



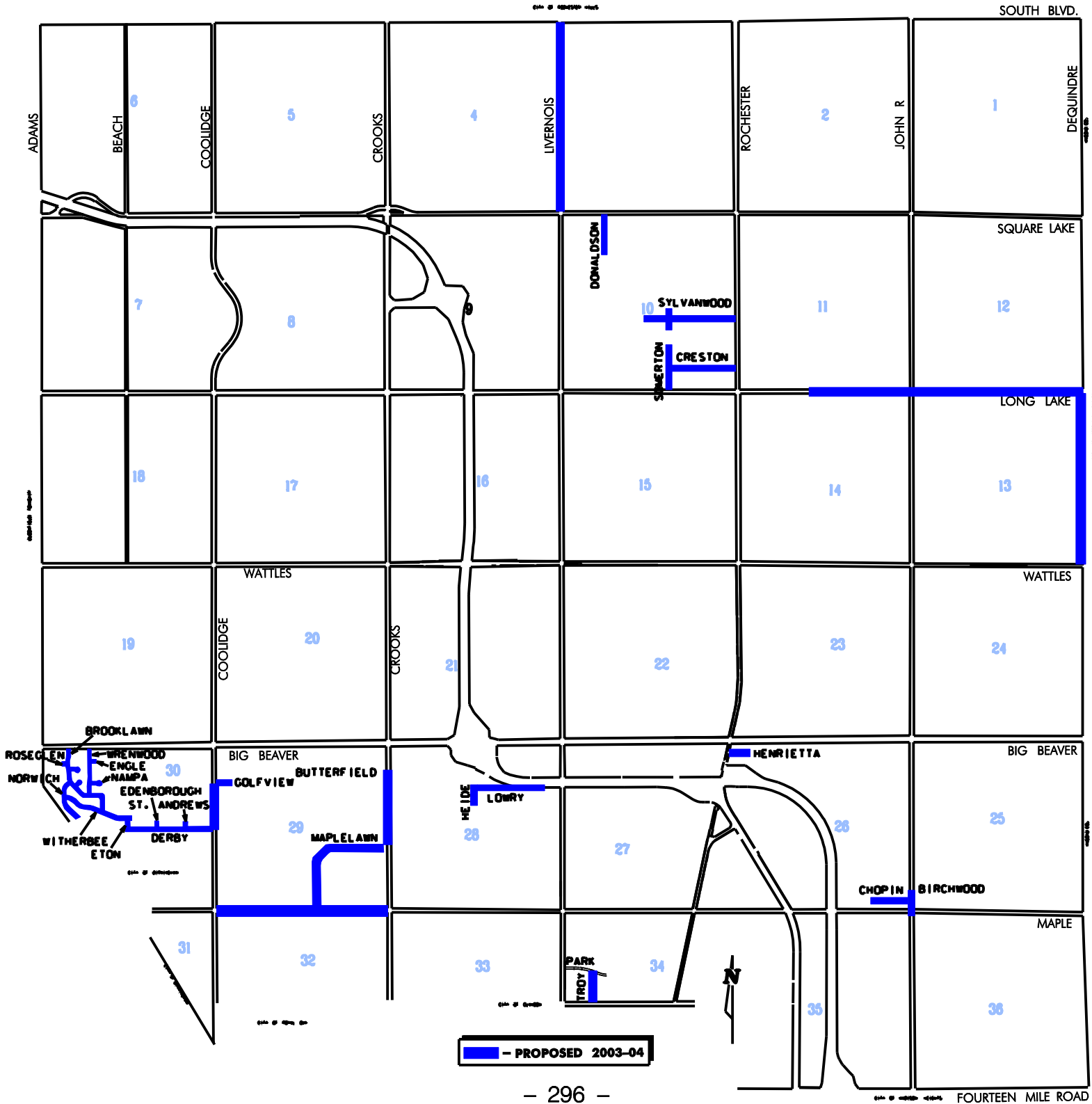
STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Superintendent	1	1	1
Inspector	1	1	1
Field Supervisor	2	2	2
Leader "G"	3	3	3
Equipment Operator "F"	6	6	6
Equipment Serviceman I "D"	7	7	7
Equipment Operator I "C"	9	9	9
Office Coordinator	1	1	1
Clerk Typist	3	3	3
Summer Laborers (Part Time)	6	6	6
<b>TOTAL DEPARTMENT</b>	<b>39</b>	<b>39</b>	<b>39</b>

### WATER MAINS 2003/04 BUDGET

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. to 12/31/02	02/03 EXPEND. to 6/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. 03/04	NEW APPROPR. 03/04	PROPOSED 03/04 BUDGET	FUTURE YEARS	EST. START CONSTR. DATE	EST. FINISH CONSTR. DATE	COMMENTS OR FOOTNOTES
1	00.503.5	Maple, Coolidge to Eton	375,000	375,000	0	50,000	45,306	50,000	0	0	0	0		Done		Replacement Due to Road Widening
2	01.501.5	W. Maple, Coolidge to Crooks	790,000	790,000	0	390,000	190	50,000	340,000	340,000	450,000	790,000		07-01-03	11-15-03	
3	01.502.5	Troy Court, Park to Elmwood	115,000	115,000	0	55,000	0	5,000	50,000	50,000	65,000	115,000		07-01-03	11-15-03	
4	01.503.5	Hartland, Rochester to Kilmer	630,000	630,000	0	315,000	261,216	315,000	0	0	0	0		Done		
5	01.503.5	Hartland, Rochester to Kilmer	85,000	85,000	0	85,000	0	50,000	35,000	0	0	0		Done		Road Repair Due to Water Main Const.
6	01.504.5	SE 1/4 of Section 10	1,752,000	1,752,000	0	1,752,000	0	70,000	1,682,000	1,400,000	0	1,400,000		12-01-03	06-30-04	
7	01.504.5	SE 1/4 of Section 10	250,000	250,000	0	250,000	0	0	250,000	0	0	0	250,000			Road Repair Due to Water Main Const.
8	01.505.5	Crooks, Maple to Big Beaver (Abandon 8")	225,000	225,000	0	225,000	0	10,000	215,000	215,000	0	215,000		07-01-03	11-15-03	
9	01.506.5	Lowery & Heide	220,000	220,000	0	220,000	0	10,000	210,000	210,000	0	210,000		07-01-03	11-15-03	
10	01.507.5	SW 1/4 of Section 16	950,000	950,000	0	0	0	0	0	0	0	0	950,000			
11	01.508.5	NE 1/4 of Section 9	4,025,000	4,025,000	0	0	0	0	0	0	0	0	4,025,000			
12	01.509.5	Livernois, Square Lake to South Blvd.	882,000	882,000	0	882,000	40,175	60,000	832,000	832,000	18,000	850,000		07-01-03	06-30-04	
13	01.510.5	Forthton, Livernois to the West	178,000	178,000	0	0	0	10,000	(10,000)	0	0	0		Done		Part of SAD Paving Project
14	01.511.5	Dequindre, Wattles to Long Lake (Abandon 8)	375,000	375,000	0	375,000	0	50,000	325,000	325,000	50,000	375,000		09-01-03	06-30-04	Part of RCOC Deq. Road Project
15	01.512.5	Long Lake, Carnaby to John R	487,000	487,000	0	487,000	0	10,000	477,000	450,000	0	450,000		11-01-02	06-30-04	Part of City Long Lk. Road Project
16	01.513.5	Long Lake, John R to Dequindre	792,000	792,000	0	792,000	11,819	30,000	777,000	750,000	0	750,000		11-01-02	06-30-04	Part of City Long Lk. Road Project
17	01.516.5	Big Beaver, Adams to Coolidge	500,000	500,000	0	100,000	314,804	315,000	(215,000)	0	0	0		Done		Part of RCOC Big Beaver Road Project
18	02.502.5	Henrietta, Rochester to East End	103,000	103,000	0	0	0	0	0	0	103,000	103,000				
19	03.501.5	John R, Birchwood to Maple	115,000	115,000	0	0	0	0	0	0	115,000	115,000				
20	03.502.5	Chopin, John R to Bellingham	250,000	250,000	0	0	0	0	0	0	250,000	250,000				
21	03.503.5	Section 30 Water Main	1,500,000	1,500,000	0	0	0	0	0	0	1,500,000	1,500,000				
22	03.504.5	Fernleigh, Wattles to Winter	550,000	550,000	0	0	0	0	0	0	0	0	550,000			
23	03.505.5	Creston, Somerton to Rochester	130,000	130,000	0	0	0	120,000	(120,000)	0	10,000	10,000				Part of Creston SAD Paving Project
24	91.507.5	Rochester, Wattles to Long Lake	488,030	488,030	0	0	0	190,000	(190,000)	0	0	0		Done		Contract Reconciliation
25	95.503.5	PRV @ Rochester & Wattles			0	75,000	0	125,000	(50,000)	0	0	0		Done		Contract Reconciliation
26	95.504.5	PRV @ Big Beaver & Livernois			0	75,000	0	125,000	(50,000)	0	0	0		Done		Contract Reconciliation
27	96.507.5	Section 19, North 1/2 of Northwest 1/4 & Woodman, Eastbourne & Cheswick	353,000	353,000	0	0	573	580	(580)	0	0	0		Done		Road Repair Due to Water Main Const.
	97.501.5	Rochester, Maple to I-75														
	97.501.5	Rochester, Stephenson to Owendale														
28	97.501.5	Stephenson, Maple to Rochester	2,700,000	2,700,000	0	1,400,000	536,649	800,000	600,000	600,000	0	600,000		03-15-02	11-15-03	
29	97.504.5	Section 3 Water Main Replacement	689,000	689,000	0	0	68,529	68,600	(68,600)	0	0	0		Done		Road Repair Due to Water Main Const.

WATER MAINS 2003/04 BUDGET																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. to 12/31/02	02/03 EXPEND. to 6/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. 03/04	NEW APPROPR. 03/04	PROPOSED 03/04 BUDGET	FUTURE YEARS	EST. START CONSTR. DATE	EST. FINISH CONSTR. DATE	COMMENTS OR FOOTNOTES
30	97.506.5	Meter & PRV Vault Improvements			0	0	0	6,500	(86,000)	0	0	0		Done		
31	98.503.5	Section 22 Water Main Replacement	2,785,000	2,785,000	0	0	46,219	86,000	(86,000)	0	0	0		Done		
32	98.503.5	Section 22 Water Main Replacement	192,000	192,000	0	42,000	42,000	62,000	(20,000)	0	0	0		Done		Road Repair Due to Water Main Const.
33	98.504.5	Section 23 Water Main Replacement	416,000	416,000	0	0	59,409	110,000	(110,000)	0	0	0		Done		Wattles Road Water Mains Deleted
34	98.504.5	Section 23 Water Main Replacement	55,000	55,000	0	15,000	15,000	35,000	(20,000)	0	0	0		Done		Road Repair Due to Water Main Const.
35	99.502.5	Coolidge, Derby to Golfview	202,000	202,000	0	202,000	0	5,000	197,000	197,000	13,000	210,000		04-01-03	11-15-03	
36	99.503.5	Maplelawn (W.), Crooks to Livernois	370,000	370,000	0	0	0	0	0	0	370,000	370,000				
37	99.504.5	Wattles, Crooks to Livernois	693,000	693,000	0	0	0	0	0	0	0	0	693,000			
38	99.505.5	Wattles, John R. to Dequindre	693,000	693,000	0	0	0	0	0	0	0	0	693,000			
39	99.506.5	Section 20	3,387,000	3,387,000	0	100,000	128,712	190,000	(90,000)	0	0	0		Done		
40	99.506.5	Section 20	375,000	375,000	0	75,000	75,000	115,000	(40,000)	0	0	0		Done		Road Repair Due to Water Main Const.
41		City Water System Master Plan Update	26,300	26,300	0	26,300	4,400	26,300	0	0	0	0		Done		
TOTALS:			28,703,330	28,703,330	0	7,988,300	1,650,001	3,099,980	4,888,320	5,369,000	2,944,000	8,313,000				
PROPOSED 03/04 minus 02/03 BALANCE:												3,424,680				

# WATER MAINS 2003 - 04





## SEWERS 2003-04 BUDGET

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
NO.	PROJ. NO.	PROJECT NAME	TOTAL PROJ. COST	EST. CITY CAP. COST	OTHER SOURCES	02/03 AMENDED BUDGET	02/03 EXPEND. TO 12/31/02	02/03 EXPEND. TO 6/30/03	02/03 BALANCE AT 6/30/03	02/03 RE-APPRO. to 03/04	NEW APPROP. 03/04	PROPOSED 03/04 BUDGET	EST. START CONSTR. DATE	EST. FINISH CONTR. DATE	COMMENTS OR FOOTNOTES
1	01.402.5	Long Lake Sanitary, Carnaby to Dequindre	500,000	500,000	0	500,000	0	0	500,000	500,000	0	500,000			Part of City Long Lake Road Project
2	02.406.5	Dequindre/Wattles Sanitary Sewer	300,000	300,000	0	0	0	250,000	(250,000)	0	50,000	50,000			Various Locations - Part of RCOCDequindre Road Project
3	03.402.5	Evergreen - Farmington SSO Program	9,000,000	320,000	8,680,000	0	0	0	0	0	320,000	320,000			Eliminate sewage in Rouge/ Limit Regulatory Liability
4	97.405.5	Sanitary Meter Station Reconstruction	70,000	70,000	0	70,000	0	0	70,000	70,000	0	70,000			
5	97.407.5	Flow Metering in the Evergreen-Farmington District	64,600	64,600	0	64,600	0	0	64,600	64,600	0	64,600			Indentification of Inflow and Infiltration, Evergreen-Farmington
6	98.402.5	Twelve Towns Sewer Study	75,000	75,000	0	75,000	0	0	75,000	75,000	0	75,000			Investigate alternatives to reduce City's financial exposure
7	98.403.5	Sanitary Manhole Rehabilitation - Troy District	1,400,000	1,400,000	0	1,400,000	0	0	1,400,000	1,400,000	0	1,400,000			To reduce Inflow and Infiltration
8	98.404.5	Sanitary Trunkline Relief Study - Troy District	50,000	50,000	0	50,000	0	0	50,000	50,000	0	50,000			Consultant Services to obtain additional outlet capacity
9	99.401.5	Twelve Towns - North Arm	95,310	95,310	0	95,310	0	0	95,310	0	0	0			Annual 20 yr. Bond Payment (Estimated)
10	99.402.5	Twelve Towns - RTF	236,300	236,300	0	10,110	0	0	10,110	0	0	0			Annual 20 yr. Bond Payment (Estimated)
11	99.403.5	Evergreen - Farmington	500,000	500,000	0	500,000	0	0	500,000	500,000	0	500,000			Insituform Relining by DPW
12	99.404.5	I & I on City Sewer System	250,000	250,000	0	250,000	17,120	20,000	230,000	230,000	20,000	250,000			
13	99.406.5	Dennis Powers Drain	3,700,000	3,700,000	0	300,000	518,422	600,000	(300,000)	0	100,000	100,000	Done		Dennis Powers Drain - Section 3
<b>TOTALS:</b>			<b>16,241,210</b>	<b>7,561,210</b>	<b>8,680,000</b>	<b>3,315,020</b>	<b>535,542</b>	<b>870,000</b>	<b>2,445,020</b>	<b>2,889,600</b>	<b>490,000</b>	<b>3,379,600</b>			
<b>PROPOSED 2003/04 minus 2002/03 BALANCE:</b>												<b>934,580</b>			

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**DEPARTMENT OF PUBLIC WORKS**  
**WATER AND SEWER DIVISION**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGETS**  
**COMPARED TO 2002/03 BUDGET**

**OTHER CHARGES:**

The water supply and sewerage disposal rates reflect the current rate increases from the City of Detroit:

Wholesale water rate	= \$10.77 per MCF (3.5 percent increase)
Evergreen–Farmington District Sewerage Rate	= \$11.65 per MCF (5.2 percent decrease)
SE Oakland County District Sewerage Rate	= \$9.30 per MCF (6.15 percent increase)



# **BUILDING OPERATIONS DEPARTMENT**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATIVE AND BUILDING OPERATIONS SERVICES**

- Prepares and administers the Building Operations budget
- Coordinates staff activities
- Provides 24-hour maintenance and custodial service to all City-owned buildings
- Complies with, maintains, and analyzes building needs
- Plans and conducts preventive maintenance programs
- Acquires material, equipment and supplies
- Coordinates with all outside vendors
- Maintains parts inventory
- Processes and reviews all utility invoices
- Formulates and develops service procedures
- Complies and develops safe work practices
- Receives and coordinates deliveries
- Aids and assists other departments with budget figures and material sources
- Does preparatory work before and after upcoming elections at voting precincts
- Provides energy conservation with building upgrades

**BUILDING OPERATIONS DEPARTMENT**  
BUILDING OPERATIONS FUND REVENUE AND EXPENSES

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Charges for Service	\$ 1,298,271	\$ 1,550,860	\$ 1,664,960	\$ 1,904,810
<b>REVENUE</b>	<b>\$ 1,298,271</b>	<b>\$ 1,550,860</b>	<b>\$ 1,664,960</b>	<b>\$ 1,904,810</b>
<b><u>EXPENSES</u></b>				
Personal Service Control	\$ 763,995	\$ 932,460	\$ 1,004,960	\$ 1,031,290
Supplies	61,679	64,790	64,790	64,790
Other Services/Charges	472,597	553,610	595,210	808,730
<b>EXPENSES</b>	<b>\$ 1,298,271</b>	<b>\$ 1,550,860</b>	<b>\$ 1,664,960</b>	<b>\$ 1,904,810</b>
Revenue Over (Under) Expenses	-	-	-	-

**BUILDING OPERATIONS DEPARTMENT**  
**DEPARTMENT AT A GLANCE**

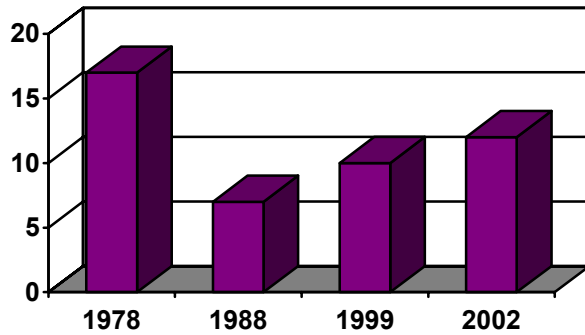
<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Building Operations	\$1,109,641	\$1,298,270	\$1,550,860	\$1,664,960	\$1,904,810	14.4%
<b>TOTAL DEPARTMENT</b>	<b>\$1,109,641</b>	<b>\$1,298,270</b>	<b>\$1,550,860</b>	<b>\$1,664,960</b>	<b>\$1,904,810</b>	<b>14.4%</b>
Personal Services	\$602,448	\$763,994	\$932,460	\$1,004,960	\$1,031,290	2.6%
Supplies	68,848	61,679	64,790	64,790	64,790	0
Other Services/Charges	438,345	472,597	553,610	595,210	808,730	35.9%
<b>TOTAL DEPARTMENT</b>	<b>\$1,109,641</b>	<b>\$1,298,270</b>	<b>\$1,550,860</b>	<b>\$1,664,960</b>	<b>\$1,904,810</b>	<b>14.4%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Building Operations	10	2	11	2	12	2	12	2
<b>TOTAL DEPARTMENT</b>	<b>10</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>12</b>	<b>2</b>

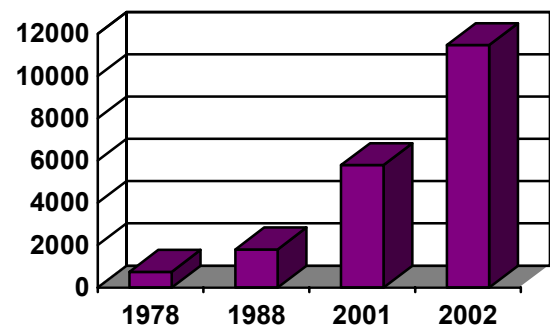
## BUILDING OPERATIONS DEPARTMENT

### KEY DEPARTMENTAL TRENDS

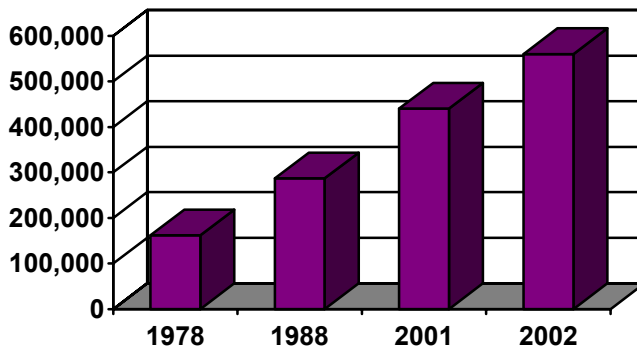
**Building Operations Staffing**



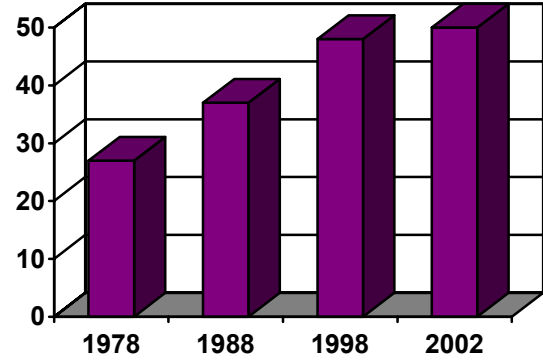
**Written Requests**



**Amount of Square Footage**



**Buildings Serviced**





## **BUILDING OPERATIONS DEPARTMENT**

### **SERVICE STATEMENT**

Building Operations' primary goal is to maintain, within budgetary framework, fifty City facilities in a safe, clean, and economical manner for the benefit of the residents and staff of the City of Troy. The department prides itself on its ability to operate efficiently, reduce unnecessary spending, and effectively deliver the services to maintain the City facilities. Building Operations has received and completed an ever-increasing number of written and verbal work requests over the years (over 11,472) while maintaining approximately 560,041 square feet of building space with eight maintenance personnel. The ultimate goal of Building Operations is to provide proactive service instead of reactive service. The department also aspires to keep up with the latest technology.

The Director of Building Operations plans and directs the daily operations of the department, and oversees outside contractors and vendors hired by Building Operations. Overseeing the outside contractors and vendors ensures the highest quality of materials and workmanship on projects and compliance with State and Local codes.

Building Operations staff ensures that, through preventive and routine maintenance programs on the mechanical, electrical and plumbing systems, they stay operating at optimum efficiency with the least amount of down time. Building Operations provides a twenty-four hour, seven days a week on-call Building Maintenance Specialist. This response to after hour emergencies has proven to be extremely valuable to both our Police and Fire Departments.

Building Operations also maintains all interior and exterior surfaces for functional and aesthetic purposes. Other departments are assisted with office furniture transfers and layouts to help ensure that personnel and equipment are ergonomically situated. Building Operations maintains control of the custodial contract for the housekeeping of twenty buildings: five buildings daily and fifteen other facilities twice a week.

The maintenance personnel have proven to be an integral component of the City by the wide range of projects that have been constructed and completed in house and serves to identify and locate problems through either preventive maintenance or unscheduled repairs. As a service-oriented department, they will respond quickly and safely with the appropriate resources to complete the necessary repairs in a timely fashion.

The City's standards ensure that residents and employees have safe and clean facilities in which to carry on their day-to-day business. Additionally, Building Operations ensures maintenance of Board of Health standards at the City's twenty-one cell detention facility and a Community Center kitchen serving senior citizens' lunches.

The administrative, secretarial, and maintenance staff will continue to perform with highest regard to customer and public needs and achieve, develop, train, enhance and expand our level of quality.

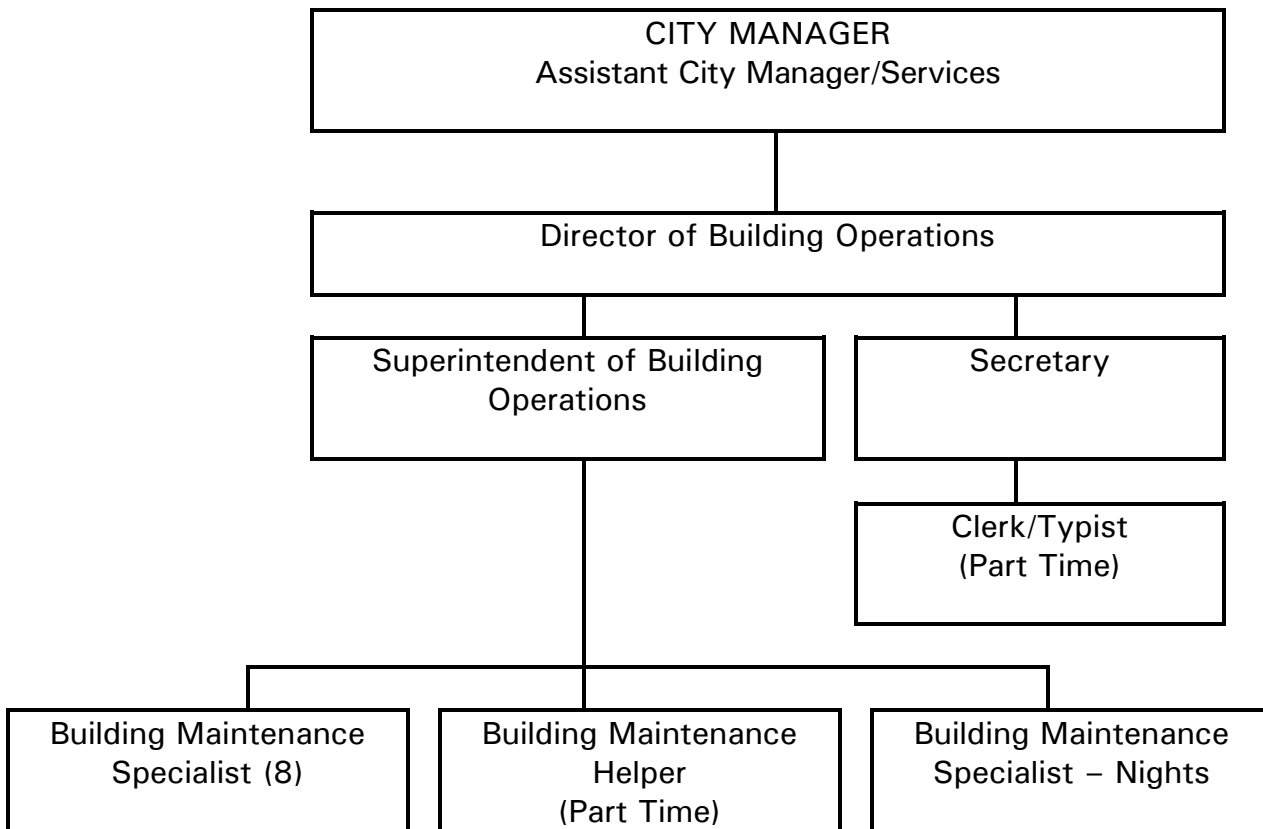
**BUILDING OPERATIONS DEPARTMENT**  
**2003/04 PERFORMANCE OBJECTIVES**

- |   |   |
|---|---|
| 1. Provide a high standard of service.<br>(G&O#1,6)                     | 5. Educate and develop maintenance<br>personnel. (G&O#1,7)  |
| 2. Expand and develop new preventive<br>maintenance programs. (G&O#1,6) | 6. Provide additional clerical assistance for<br>quicker paperwork and invoice processing.<br>(G&O#1) |
| 3. Explore new product technology for<br>future needs. (G&O#1)          | 7. Provide management and development<br>skills for office space renovation.<br>(G&O#4)               |

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Written and telephone requests	3,478	6,200	8,000	9,000
Number of buildings serviced	51	50	50	50
Square footage of buildings	420,000	527,440	560,041	560,041

# BUILDING OPERATIONS DEPARTMENT

## ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Director of Building Operations	1	1	1
Superintendent of Building Operations	0	1	1
Secretary	1	1	1
Building Maintenance Specialist	8	8	8
Building Maintenance Specialist - Nights	1	1	1
Building Maintenance Helper (Part Time)	1	1	1
Clerk/Typist (Part Time)	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>13</b>	<b>14</b>	<b>14</b>

**BUILDING OPERATIONS DEPARTMENT**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –**  
**2003/04 BUDGET**  
**COMPARED TO 2002/03 BUDGET**

**OTHER SERVICES/CHARGES:**

The total Other Services/Charges budget increased \$213,520 or 35.9 percent over last year. Increased costs include janitorial services and additional square footage of buildings being maintained.

## **FLEET MAINTENANCE**

### **FUNCTIONAL ORGANIZATIONAL CHART**

#### **ADMINISTRATIVE & SUPPORT SERVICES**

- Prepares specifications and administers department budget
- Coordinates and evaluates staff activities
- Coordinates staff development and training
- Procures materials, equipment and supplies
- Liaison with other governmental units
- Formulates and develops operational programs and priorities
- Maintains computerized fleet maintenance, parts and fuel inventory program
- Acts as liaison with other City departments
- Recommends procedures and programs in the department's areas of concern

#### **FLEET MAINTENANCE**

- Provides vehicle/heavy truck/equipment repair services for the City-owned fleet
- Provides 24-hour maintenance on all emergency equipment
- Operates a main facility and a satellite garage through a two shift operation
- Performs welding, cutting, fabrication, or repair on various equipment
- Assists Police Department with fatal traffic accident investigations
- Clears snow from 10 miles of City-owned sidewalks as conditions warrant
- Assists all divisions with additional personnel when needed
- Assists Building Department in the enforcement of the sign ordinance
- Assists Parks division with additional personnel to aid in turf and park maintenance
- Coordinates DPW building repairs and improvements
- Maintains Medi-Go vans and busses
- Repairs to Clawson fire apparatus on an as needed basis
- Calibrate speedometers for city patrol cars, as well as surrounding communities vehicles

**FLEET MAINTENANCE**  
**REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Charges for Services	\$ 3,949	\$ 5,000	\$ 5,000	\$ 5,000
Interest and Rents	3,379,430	3,550,200	3,595,200	3,559,040
Other Revenue	349,422	278,420	156,900	147,400
Operating Transfer In	1,064,140	1,440,060	1,760,280	1,422,810
<b>REVENUE</b>	<b>\$ 4,796,941</b>	<b>\$ 5,273,680</b>	<b>\$ 5,517,380</b>	<b>\$5,134,250</b>
<b><u>EXPENSES</u></b>				
<b>FLEET MAINT. ADMIN.</b>				
Personal Services Control	\$ 353,444	\$ 395,300	\$ 404,280	\$ 402,170
Supplies	10,540	11,520	12,520	11,520
Other Services/Charges	66,907	73,590	73,820	75,200
Operating Transfer Out	0	0	0	0
<b>FLEET MAINT. ADMIN.</b>	<b>\$ 430,891</b>	<b>\$ 480,410</b>	<b>\$ 490,620</b>	<b>\$ 488,890</b>
<b>EQUIP. OPERATION &amp; MAINT.</b>				
Personal Service Control	\$ 757,526	\$ 854,080	\$ 1,009,860	\$ 1,068,810
Supplies	557,837	588,000	586,500	603,500
Other Services/Charges	1,381,108	1,350,800	1,218,000	1,265,000
<b>EQUIP. OPERATION &amp; MAINT.</b>	<b>\$ 2,696,471</b>	<b>\$ 2,792,880</b>	<b>\$ 2,814,360</b>	<b>\$ 2,937,310</b>
<b>DPW FACILITY MAINT.</b>				
Supplies	\$ 8,548	\$ 12,500	\$ 10,300	\$ 12,500
Other Services/Charges	309,128	323,140	325,960	335,150
<b>DPW FACILITY MAINT.</b>	<b>\$ 317,676</b>	<b>\$ 335,640</b>	<b>\$ 336,260</b>	<b>\$ 347,650</b>
<b>EXPENSES</b>	<b>\$ 3,445,038</b>	<b>\$ 3,608,930</b>	<b>\$ 3,641,240</b>	<b>\$ 3,773,850</b>
REVENUE OVER (UNDER) EXPENSES	1,351,903	1,664,750	1,876,140	1,360,400
<b>FLEET MAINT. CAPITAL CAPITAL OUTLAY</b>	<b>\$ 1,216,676</b>	<b>\$ 1,664,750</b>	<b>\$ 1,876,140</b>	<b>\$ 1,360,400</b>

# FLEET MAINTENANCE

## DEPARTMENT AT A GLANCE

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Administration	\$389,832	\$430,891	\$480,410	\$490,620	\$488,890	-.4%
Equipment Operations & Maint.	2,486,210	2,696,471	2,792,880	2,814,360	2,937,310	4.4
Facility Maintenance	278,861	317,676	335,640	336,260	347,650	3.4
<b>TOTAL DEPARTMENT</b>	<b>\$3,154,903</b>	<b>\$3,445,038</b>	<b>\$3,608,930</b>	<b>\$3,641,240</b>	<b>\$3,773,850</b>	<b>3.6%</b>
Personal Services	\$992,458	\$1,110,970	\$1,249,380	\$1,414,140	\$1,470,980	4.0%
Supplies	666,588	576,925	612,020	609,320	627,520	3.0
Other Services/Charges	1,495,857	1,757,143	1,747,530	1,617,780	1,675,350	3.6
<b>TOTAL DEPARTMENT</b>	<b>\$3,154,903</b>	<b>\$3,445,038</b>	<b>\$3,608,930</b>	<b>\$3,641,240</b>	<b>\$3,773,850</b>	<b>3.6%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Fleet Maintenance	18	2	18	2	18	2	18	2
<b>TOTAL DEPARTMENT</b>	<b>18</b>	<b>2</b>	<b>18</b>	<b>2</b>	<b>18</b>	<b>2</b>	<b>18</b>	<b>2</b>

**FLEET MAINTENANCE**  
**FLEET MAINTENANCE FUND**

SECTION A – REPLACEMENT UNITS					
ITEM	QTY.	REPLACES	DESCRIPTION	UNIT COST	EST. COST
1	12	A	Police Patrol Cars	23,000	276,000
2	6	B	Detective Cars	21,000	126,000
3	2	C	Police Evidence Tech & Command 4X4	28,500	57,000
4	1	D	Fire Department 4X4	28,500	28,500
5	2	E	Staff Vehicles	16,000	32,000
6	2	F	2-1/2 YD Dump Trucks 4X4 w/Plows	30,000	60,000
7	1	G	Crew Cab Pickup	23,000	23,000
8	5	H	Pickup Trucks	16,500	82,500
9	2	I	Pickup Trucks 4X4 w/Plows	24,000	48,000
10	3	J	Equipment Trailers	3,500	10,500
11	1	K	Catch Basin Cleaner	200,000	200,000
12	2	L	16-YD Tri-Axle Dump Trucks w/ Snow Plow, Salt Spreader & Float	140,000	280,000
13	1	M	Chipper Truck	75,000	75,000
<b>TOTAL</b>					<b>\$1,298,500</b>

SECTION B – ADDITIONAL UNITS					
ITEM	QTY.	REQUESTED BY	DESCRIPTION	UNIT COST	EST. COST
1	1	Building Ops.	Supervisor Pickup Truck	18,500	18,500
<b>TOTAL</b>					<b>\$18,500</b>



**FLEET MAINTENANCE**  
**FLEET MAINTENANCE FUND**

SECTION C – EQUIPMENT TO BE REPLACED			
ITEM	EQUIPMENT #	DESCRIPTION	COST
A		Police Patrol Cars – 12 @ \$4,000 each	48,000
B	861	1995 Chevrolet Lumina	2,500
	865	1996 Pontiac Grand Prix	3,000
	866	1996 Chevrolet Astro Van	3,000
	872	1997 Ford Taurus	3,800
	885	1998 Dodge Ram Pickup	4,500
	889	1999 Chevrolet Malibu	4,500
C	940	2001 Chevrolet Tahoe 4X4 (Command)	9,000
	952	2002 Ford Explorer 4X4 (E-T)	7,500
D	70	1996 Ford Crown Victoria	2,500
E	138	1992 Chevrolet Lumina	1,800
	150	1993 Chevrolet Lumina	2,000
F	405	1991 Dodge 2-1/2 Yard Dump 4X4	4,000
	406	1992 Dodge 2-1/2 Yard Dump 4X4	4,000
G	225	1996 Chevrolet Crew Truck	3,500
H	269	1992 GMC Pickup	2,000
	283	1994 GMC Pickup	2,200
	284	1994 GMC Pickup	2,200
	285	1994 GMC Pickup	2,200
	286	1994 GMC Pickup	2,200

**FLEET MAINTENANCE**  
**FLEET MAINTENANCE FUND**

SECTION C – EQUIPMENT TO BE REPLACED, CONTINUED			
ITEM	EQUIPMENT #	DESCRIPTION	COST
I	287	1994 GMC Pickup 4X4 w/Plow	4,500
	288	1995 GMC Pickup 4X4 w/Plow	4,800
J	322	1985 Tilt Equipment Trailer	400
	323	1985 Tilt Equipment Trailer	400
	324	1985 Tilt Equipment Trailer	400
K	416	1994 Vac-All Catch Basin Cleaner	8,000
L	450	1991 Tri-Axle 16 Yard Dump Truck	5,000
	451	1991 Tri-Axle 16 Yard Dump Truck	5,000
M	452	1991 Chevrolet Chipper Truck	4,500
<b>TOTAL</b>			<b>\$147,400</b>

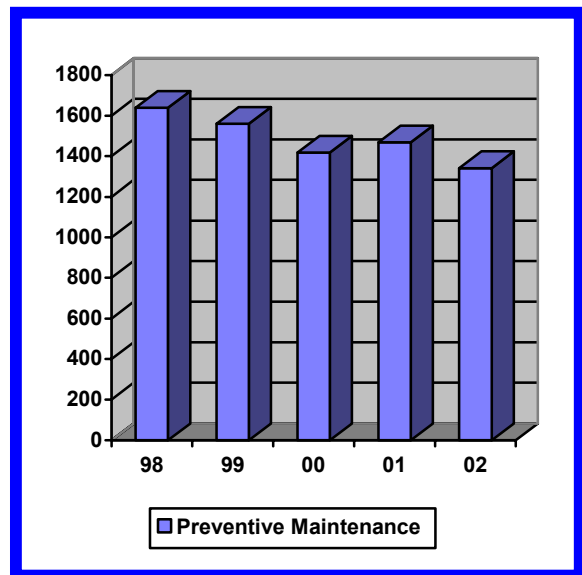
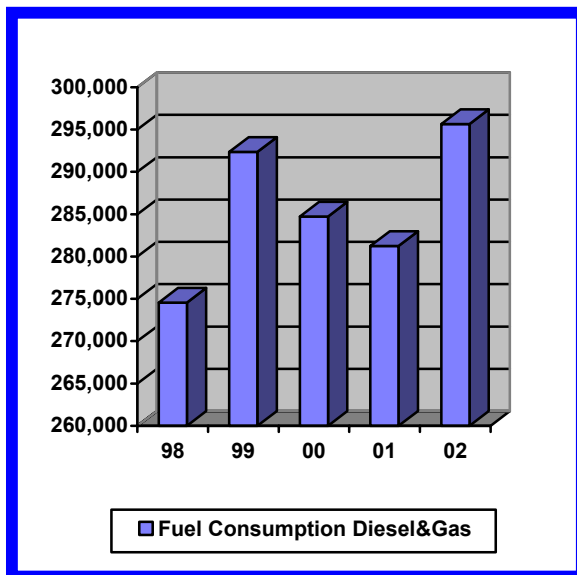
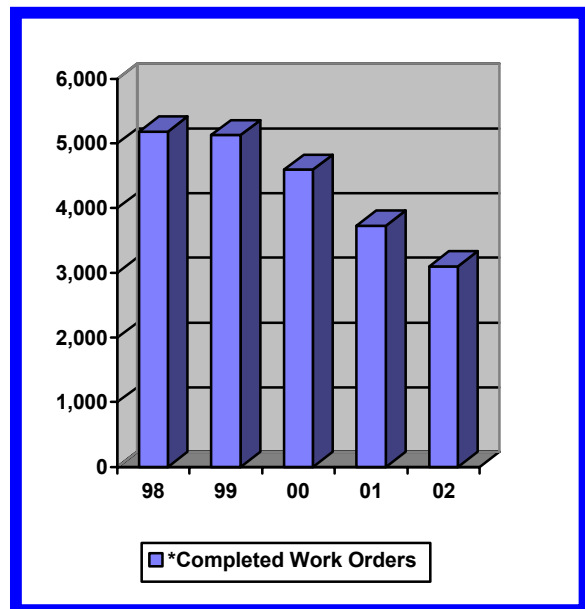
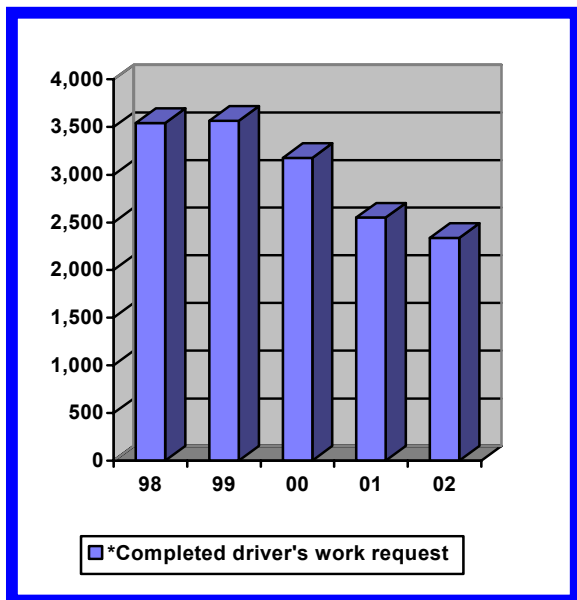
SECTION D – RADIO EQUIPMENT				
ITEM	QTY.	DESCRIPTION	UNIT COST	EST. COST
1	18	2-Way Mobile Radio – 12 Channel	600	10,800
2	1	Radio System Upgrade	5,200	5,200
<b>TOTAL</b>				<b>\$16,000</b>

**FLEET MAINTENANCE**  
**FLEET MAINTENANCE FUND**

<b>SECTION E – TOOLS AND SHOP EQUIPMENT</b>				
<b>ITEM</b>	<b>QTY.</b>	<b>DESCRIPTION</b>	<b>UNIT COST</b>	<b>EST. COST</b>
1	2	Complete Mechanic Tool Set	2,500	5,000
2	1	Engine Analyzer Software Update	2,500	2,500
3	1	Office Furniture	2,000	2,000
4	1	Repair Manual Software (Update)	2,100	2,100
5	1	Computer Fleet/Fuel Software	6,550	6,550
6	50	Maintenance Vehicle ID Transmitter (Fuel)	185	9,250
<b>TOTAL</b>				<b>\$27,400</b>

<b>SECTION SUMMARY</b>		
<b>SECTION</b>	<b>SUMMARY</b>	<b>EST. COST</b>
SECTION A	REPLACEMENT UNITS	1,298,500
SECTION B	ADDITIONAL UNITS	18,500
SECTION D	RADIO EQUIPMENT	16,000
SECTION E	TOOLS & SHOP EQUIPMENT	27,400
<b>TOTAL</b>		<b>\$1,360,400</b>

## FLEET MAINTENANCE KEY DEPARTMENTAL TRENDS



Preventive Maintenance is performed at various intervals of the year to attempt to eliminate unnecessary downtime due to mechanical failures. The introduction of synthetic oils in city equipment will extend the drain intervals for equipment, in turn decrease the number of preventive maintenances per year.

\*Work orders and driver's work requests continue to decrease due to the computerized fleet maintenance system and our aggressive preventive maintenance and vehicle replacement programs.

## **FLEET MAINTENANCE**

### **SERVICE STATEMENT**

The Fleet Maintenance Division's primary function is the preventive maintenance and repair of approximately 500 City owned vehicles and pieces of equipment. This includes 93 vehicles utilized by the Police Department, 30 pieces of Fire Department apparatus and 50 pieces of snow removal equipment. An adequate parts inventory is maintained in order to complete repairs in a timely manner and minimize down time.

The Fleet Maintenance Division consists of two repair locations, one at 500 W. Big Beaver and a two-shift operation at the main facility located at 4693 Rochester Rd. Fleet Maintenance is staffed by one superintendent, two field supervisors, one inventory assistant, four service personnel, six auto/equipment mechanics and four heavy equipment mechanics.

The Fleet Maintenance Division provides a "ready to work" service with an average of 97% of our vehicles ready for daily activities. Twenty-four (24) hour on call service is available for repairs on snow removal equipment during a snow emergency, pumps during flood control operations, or Fire Department equipment at a fire scene. Early preparation of seasonal equipment such as sweepers, mowers, and snow removal equipment is performed to assure that the City owned fleet of vehicles and equipment is ready for service when called on during heavy seasonal use. This minimizes unnecessary downtime when the unit is in peak demand.

During the winter months the vehicles dedicated to the major snow runs are checked over nightly to assure readiness for possible snow emergencies. Additional functions include performing vehicle modifications, cutting and welding, fabrication and repair. We service heating and cooling, exhaust, and hydraulic systems. The installation of snowplows, salt spreaders, and K-9 cages in police patrol cars are the responsibility of the Fleet Maintenance Division.

Besides normal Fleet Maintenance Division functions, we assist the Police Department in fatal accident investigations, remove snow on City owned sidewalks, and assist the Building Department in sign ordinance enforcement. We also maintain 4 Troy Medigo vans, repair City of Clawson fire apparatus on an as needed basis, and calibrate speedometers for police vehicles owned by the city as well as surrounding communities.

The division's administrative responsibilities include the development of operating and capital budgets, writing equipment purchase specifications, and bid recommendations. It is the responsibility of administration to make sure that all employees work using proper safety equipment, also to provide technical training to ensure that the Fleet Maintenance Division's personnel are kept current with the rapidly changing repair techniques on today's equipment.

Detailed records are kept on every unit in the fleet. The records include accumulated mileage or hours of usage, fuel consumption, cost per mile to operate each unit and a detailed maintenance and repair history. These unit records are an important factor when purchase specifications are prepared and bid recommendations are made for replacing existing units.

Another function of administration is to maintain a computerized fleet management system which tracks the costs of vehicle repairs, as well as parts used to make necessary repairs. This system ensures that we stock a sufficient quantity of parts, materials and tools.

## FLEET MAINTENANCE

### 2003/04 PERFORMANCE OBJECTIVES

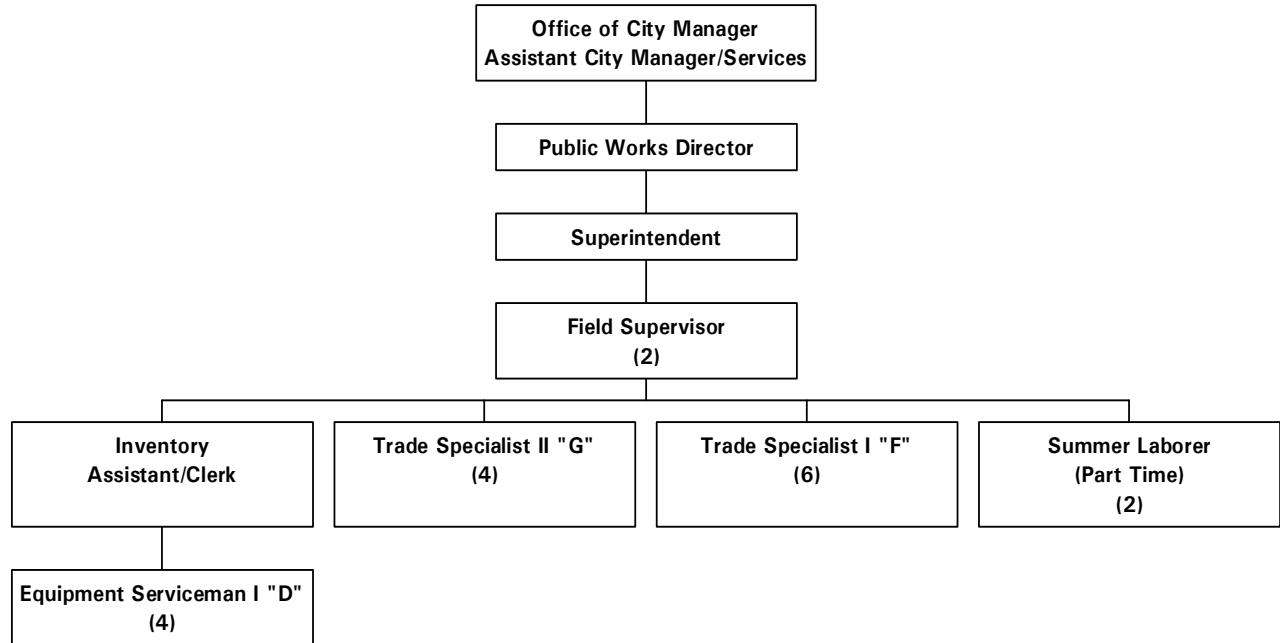
1. To become an ASE (Automotive Service Excellence) repair facility. This is a national award that requires 75% of all service technicians to be certified. (G&O#1,5,7)
2. Complete the implementation of the automated fueling system at the DPW yard. (G&O#1,5)
3. To visit local high schools and trade schools in surrounding areas and work with counselors to start an apprenticeship/intern program to recruit interest in a career as a mechanic. (G&O#1,3,7)



PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Completed Driver's Work	2,336	2,550	2,700	3,000
Road Service Calls	142	150	160	170
Completed Work Orders	3,098	3,731	4,000	4,200
Cleaning/Washing	5,430	5,259	5,500	5,500
Towing	84	100	100	110
Brake Replacement/Repairs	537	600	600	600
*Preventive Maintenance – A	1,039	1,181	1,200	1,100
*Preventive Maintenance – B	302	287	300	300
Vehicle Tires Replaced	403	417	500	500

\*Preventive Maintenance is performed at various intervals of the year in an attempt to eliminate unnecessary downtime due to mechanical failures

## FLEET MAINTENANCE ORGANIZATIONAL CHART



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Superintendent	1	1	1
Field Supervisor	2	2	2
Inventory Assistant/Clerk	1	1	1
Trade Specialist II "G"	4	4	4
Trade Specialist I "F"	5	5	6
Equipment Serviceman I "D"	5	5	4
Summer Laborers (Part Time)	2	2	2
<b>TOTAL DEPARTMENT</b>	<b>20</b>	<b>20</b>	<b>20</b>

**FLEET MAINTENANCE**  
**SUMMARY OF BUDGET CHANGES**

**SIGNIFICANT NOTES –  
2003/04 BUDGET  
COMPARED TO 2002/03 BUDGET**

**PERSONAL SERVICES:**

ASE certified mechanics receive an extra \$100.00/month as reimbursement to maintain their certification.

There was a significant increase in workers compensation and hospital and life insurance benefits.

With the unstable fuel prices, we foresee significant increases in the cost of fuel.

**OTHER SERVICES/CHARGES:**

The DPW building is approximately twenty-eight years old and is going to require additional repairs throughout the year in order to keep it in good working order.

We experienced an increase in repair and maintenance supplies, refuse services, water and custodial services.

We anticipate an increase in the membership and dues for the professional organizations that the department belongs to, as well as additional membership in a web-based company (BidCorp.com) that provides Oakland County's cooperative contracts used in city services on a daily basis.



# **INFORMATION TECHNOLOGY**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **ADMINISTRATIVE FUNCTIONS**

- Prepares and administers IT Department budgets
- Keeps abreast of technological changes
- Develops short and long term plans
- Manages plan purchases and implementation
- Establishes standards
- Adopts policies
- Maintains Software and Equipment inventory
- Liaison with City departments
- Coordinates and evaluates activities of staff
- Coordinates staff development
- Develops and implements training programs for City employees

### **CLIENT SUPPORT**

- Primary focus is personal computer hardware, software and peripherals
- Provides hardware support and maintenance
- Purchases and installs new equipment and software
- Evaluates training needs
- Provides training and support of office automation and other applications
- Serves as the contact with various vendors

### **INFRASTRUCTURE SUPPORT**

- Network Administration
- AS/400 Management
- Support of all technology needed to provide data communications
- Responsible for installation, maintenance and upgrade of network operating systems
- Responsible for communications equipment, network hardware and AS/400 maintenance
- Develops and executes backup procedures
- Monitors network traffic to resolve problems and recommend upgrades
- Maintains e-mail communication gateways
- Documents network configuration
- Maintains change logs
- Responsible for network and AS/400 security
- Maintenance and support of telecommunication system

### **APPLICATION SUPPORT**

- Performs requirements analysis to determine application software needs
- Recommends and implements application software
- Provides initial and ongoing training
- Functions as front line support and acts as the liaison between software vendors and end users to resolve issues
- Implements change requests and enhancements
- Responsible for successful software upgrades
- Custom programming and interfaces
- Maintenance of intranet and internet web sites

**INFORMATION TECHNOLOGY**  
**INFORMATION TECHNOLOGY FUND REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b>REVENUE</b>				
Charges for Services	\$ 993,600	\$ 1,139,670	\$ 1,139,670	\$ 1,139,670
Interest and Rents	13,857	8,000	12,000	10,000
Operating Transfer In	-	-	-	493,710
<b>REVENUE</b>	<b>\$ 1,007,457</b>	<b>\$ 1,147,670</b>	<b>\$ 1,151,670</b>	<b>\$ 1,643,380</b>
<b>EXPENSES</b>				
Personal Services Control	\$ 619,571	\$ 708,090	\$ 719,520	\$ 774,960
Supplies	67,691	110,000	112,000	537,000
Other Services/Charges	255,002	310,740	320,150	331,420
<b>EXPENSES</b>	<b>\$ 942,264</b>	<b>\$ 1,128,830</b>	<b>\$ 1,151,670</b>	<b>\$ 1,643,380</b>
<b>REVENUE OVER(UNDER) EXPENSES</b>	<b>65,193</b>	<b>18,840</b>	<b>-</b>	<b>-</b>
<b>INFORMATION TECHNOLOGY CAPITAL CAPITAL OUTLAY</b>	<b>2,367</b>	<b>-</b>	<b>-</b>	<b>-</b>

**INFORMATION TECHNOLOGY**  
**DEPARTMENT AT A GLANCE**

<b>FUNDING LEVEL SUMMARY</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>Estimated 2002/03 Budget</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>	<b>% of Change</b>
Information Technology	\$780,156	\$944,631	\$1,128,830	\$1,151,670	\$1,643,380	42.7%
<b>TOTAL DEPARTMENT</b>	<b>\$780,156</b>	<b>\$944,631</b>	<b>\$1,128,830</b>	<b>\$1,151,670</b>	<b>\$1,643,380</b>	<b>42.7%</b>
Personal Services	\$507,994	\$619,571	\$708,090	\$719,520	\$774,960	7.7%
Supplies	8,233	67,691	110,000	112,000	537,000	379.5
Other Services/Charges	263,929	255,002	310,740	320,150	331,420	3.5
Capital Outlay	0	2,367	0	0	0	0
<b>TOTAL DEPARTMENT</b>	<b>\$780,156</b>	<b>\$944,631</b>	<b>\$1,128,830</b>	<b>\$1,151,670</b>	<b>\$1,643,380</b>	<b>42.7%</b>

<b>PERSONNEL SUMMARY</b>	<b>2000/01</b>		<b>2001/02</b>		<b>2002/03</b>		<b>2003/04</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Information Technology	8	0	8	0	9	0	9	0
<b>TOTAL DEPARTMENT</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>

## **INFORMATION TECHNOLOGY**

### **SERVICE AND MISSION STATEMENTS**

#### **SERVICE STATEMENT:**

The sole function of the Information Technology Department is to act as the internal support group for all voice and data related technology. As a result, the goals and objectives of the Information Technology Department are guided by the goals and objectives of all Departments within City government.

The Director of Information Technology reports to the Assistant City Manager of Finance and Administration and chairs the Computer Steering Committee. This group was formed in 1995 to coordinate the City's information systems.

There are three major areas of support within Information Technology. They are Client, Infrastructure and Applications Support. Client Support is responsible for all issues pertaining to personal computers. This includes computer hardware, related peripherals and software. Duties include software support for client applications such as Windows NT and 98, Microsoft Office Suite, and email. This area is also responsible for training in the use of these applications and upgrade of client software. Hardware support includes purchase, installation and ongoing maintenance. Maintenance is provided internally in conjunction with outside vendors.

Infrastructure Support ensures that the underlying technology that provides connectivity, network services and data storage is reliable and up-to-date. This includes network servers, the IBM AS/400, communications equipment, voice lines, data lines and related software. Responsibility for maintaining security and adequate backup procedures also falls into this area. New this year is the responsibility for telecommunications.

The third area within Information Technology is Applications Support. Applications Support is involved in the purchase and implementation of integrated software systems and their ongoing maintenance and support. This area also encompasses interfacing, programming, configuration and resolution of end user issues. This is the area that will need to expand as new systems are implemented. The first application to be implemented was the JD Edwards financial package. Other packages implemented in the past couple of years include Equalizer Permits, Assessing and Tax, RecTrac Registration and Scheduling, CCG Equipment Maintenance, EJ Ward Fuel Management and ESRI Geographical Information software. Additional applications being implemented are: Hanson utility billing, infrastructure management, and document imaging. The development of the City's Internet and Intranet sites is also an ongoing process.

#### **MISSION STATEMENT:**

The mission of the Department of Information Technology is to provide computers, systems, software, and telecommunications services in support of the City of Troy's goals. Applying technologies to attain those goals with maximum effectiveness and efficiency. We strive to empower users to effectively utilize technology resources by providing a stable and reliable environment and responsive support services.

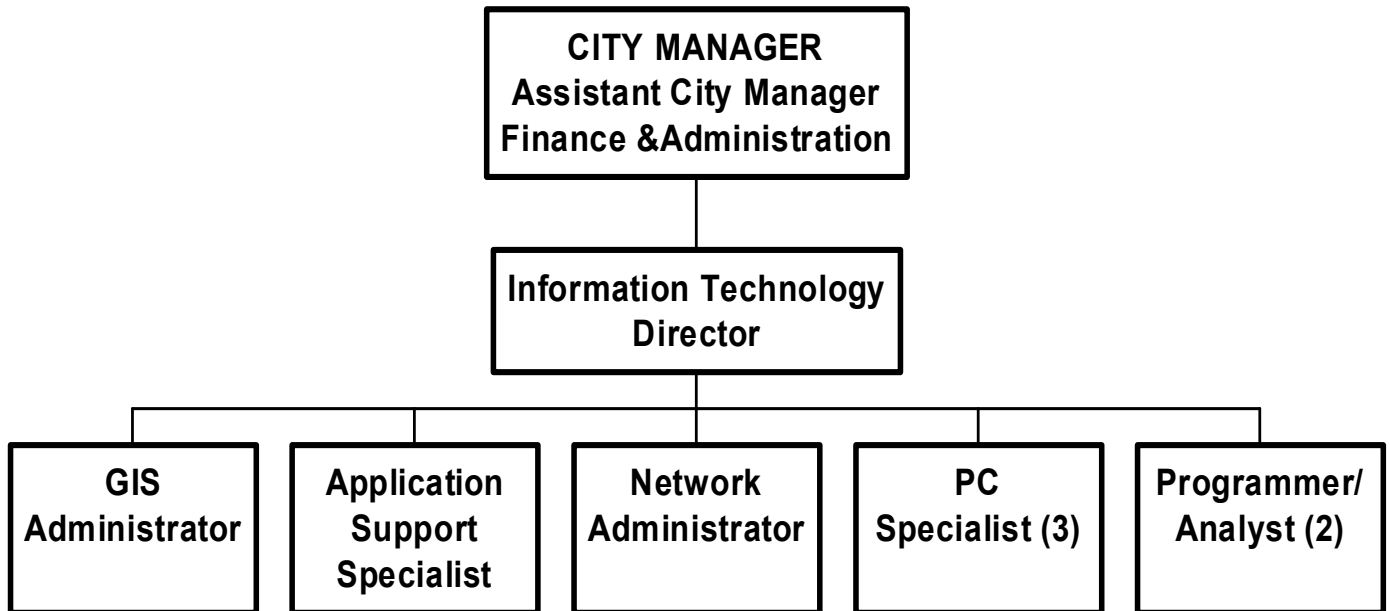
# INFORMATION TECHNOLOGY

## 2003/04 PERFORMANCE OBJECTIVES

1. Complete implementation of the Hansen infrastructure management system, integrated with GIS, and incorporating a citizen request for action component. (G&O #1,3,5)
2. Implement document imaging and management system. (G&O#1)
3. Begin the three-year computer replacement program; which will result in a third of the City desktop/laptop computers being replaced each year. (G&O#4)

PERFORMANCE INDICATORS	2001/02 Actual	2002/03 Projected	2002/03 Budget	2003/04 Budget
Platforms supported	2	2	2	2
Application Packages Supported	83	67	74	70
Computer Help Desk Requests Processed	1,250	1,500	1,200	1,600
Personal Computers Supported	469	500	482	529
Class attendance – contracted training classes	29	31	200	200
Class attendance - in-house training classes	53	61	50	50
Overtime/Comp Hrs Required to meet demand	374	432	400	400
Average Staff Training Dollars Expended	\$2,359	\$2,476	\$2,278	\$2,278
Equipment Maintenance Dollars Expended	\$29,763	\$30,000	\$46,380	\$45,000

**INFORMATION TECHNOLOGY**  
**ORGANIZATIONAL CHART**



STAFF SUMMARY	Approved 2001/02	Approved 2002/03	Recommended 2003/04
<b>POSITION:</b>			
Director	1	1	1
GIS Administrator	1	1	1
Network Administrator	1	1	1
PC Specialist	3	3	3
Programmer/Analyst	1	2	2
Application Support Specialist	1	1	1
<b>TOTAL DEPARTMENT</b>	<b>8</b>	<b>9</b>	<b>9</b>

## **INFORMATION TECHNOLOGY**

### **SUMMARY OF BUDGET CHANGES**

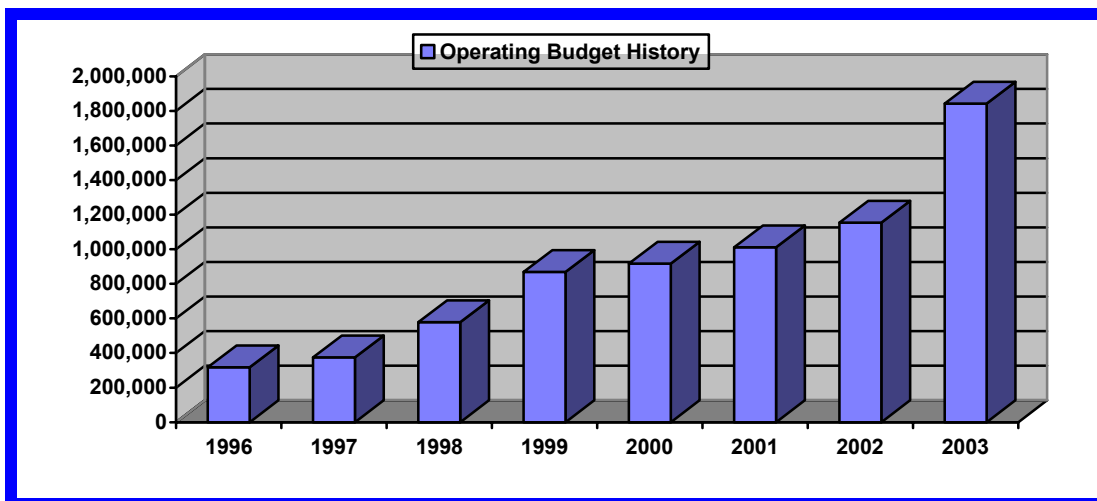
#### **SIGNIFICANT NOTES – 2003/04 BUDGET COMPARED TO 2002/03 BUDGET**

##### **PERSONAL SERVICES:**

The Personal Services budget shows an increase as a result of estimated annual raises and the replacement of an employee that was working part-time with one that is now working full-time. Although the position was approved for full time, it was only budgeted part time last year.

##### **SUPPLIES:**

There is a significant increase in this area due to the fact that funds are being budgeted for the replacement of a third of the city desktop/laptop computers. In previous years these funds were budgeted in a capital account. This is part of our three-year computer replacement program. From this point forward these funds will be budgeted every year so that we can replace a third of the City computers.



**CITY OF TROY**  
**COMPENSATED ABSENCES FUND**  
**REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Interest and Rents	\$ 109,590	\$ 80,000	\$ 150,000	\$ 70,000
Other Revenue	3,849,098	3,850,000	3,650,000	3,930,000
<b>REVENUE</b>	<b>\$ 3,958,688</b>	<b>\$ 3,930,000</b>	<b>\$ 3,800,000</b>	<b>\$ 4,000,000</b>
<b><u>EXPENSES</u></b>				
Personal Service Control	\$ 3,866,332	\$ 3,930,000	\$ 3,800,000	\$ 4,000,000
<b>EXPENSES</b>	<b>\$ 3,866,332</b>	<b>\$ 3,930,000</b>	<b>\$ 3,800,000</b>	<b>\$ 4,000,000</b>
Revenue Over (Under) Expenses	\$ 92,356	\$ -	\$ -	\$ -



**CITY OF TROY**  
**UNEMPLOYMENT INSURANCE FUND**  
**REVENUE AND EXPENSES**

DESCRIPTION	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Charges for Service	\$ 356	\$ 500	\$ 500	\$ 500
Interest and Rents	8,894	6,000	15,000	5,000
Operating Transfer In	27,550	18,500	30,500	19,500
<b>REVENUE</b>	<b>\$ 36,800</b>	<b>\$ 25,000</b>	<b>\$ 46,000</b>	<b>\$ 25,000</b>
<b><u>EXPENSES</u></b>				
Other Services/Charges	\$ 27,424	\$ 25,000	\$ 46,000	\$ 25,000
<b>EXPENSES</b>	<b>\$ 27,424</b>	<b>\$ 25,000</b>	<b>\$ 46,000</b>	<b>\$ 25,000</b>
Revenue Over (Under) Expenses	\$ 9,376	\$ -	\$ -	\$ -

**CITY OF TROY**  
**WORKER'S COMP RESERVE FUND**  
**REVENUE AND EXPENSES**

Description	2001 Actual	2002 Projected	2002 Budget	2003 Budget
<b><u>REVENUE</u></b>				
Charges for Service	\$ 250,139	\$ 672,000	\$ 342,000	\$ 583,980
Interest and Rents	37,827	25,000	50,000	25,000
Other Revenue	176,490	100,000	-	-
<b>REVENUE</b>	<b>\$ 464,456</b>	<b>\$ 797,000</b>	<b>\$ 392,000</b>	<b>\$ 608,980</b>
<b><u>EXPENSES</u></b>				
Other Services/Charges	\$ 261,892	\$ 761,220	\$ 392,000	\$ 584,000
<b>EXPENSES</b>	<b>\$ 261,892</b>	<b>\$ 761,220</b>	<b>\$ 392,000</b>	<b>\$ 584,000</b>
Revenue Over (Under) Expenses	\$ 202,564	\$ 35,780	\$ -	\$ 24,980

**GENERAL REVENUES BY SOURCE**  
**GENERAL, SPECIAL REVENUE AND DEBT SERVICE FUNDS**  
**LAST TEN FISCAL YEARS**

**FISCAL YEAR ENDED JUNE 30, 2002**

DESCRIPTION	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Property Taxes and Special Assessments	\$ 21,148,981	\$ 24,246,173	\$ 26,703,878	\$ 28,032,705	\$ 30,357,167	\$ 32,654,465	\$ 33,086,355	\$ 36,311,795	\$38,222,093	\$ 40,214,010
Licenses and Permits	1,207,209	1,259,862	1,721,891	1,538,734	1,722,198	1,679,479	2,254,763	2,221,451	2,048,206	1,522,133
Federal Sources	5,944	7,359	18,836	158,524	174,500	167,079	418,053	157,469	273,882	538,346
State Sources	8,457,729	8,926,537	9,336,645	9,663,037	10,070,393	11,177,238	11,732,172	12,052,322	12,779,101	14,530,595
County Sources	97,563	97,978	85,798	82,291	85,781	100,202	99,781	107,585	118,646	159,268
Charges from Sales and Services	2,154,147	1,756,363	2,037,639	2,204,066	2,177,481	2,020,564	2,496,642	2,811,601	3,418,763	3,085,039
Fines and Forfeits	683,986	564,645	642,911	847,476	556,706	782,345	806,743	836,035	1,061,310	1,171,749
Interest Income	683,638	1,351,300	1,793,389	1,669,571	1,932,601	2,615,103	2,368,873	3,556,854	2,851,959	1,630,865
Miscellaneous	2,514,936	2,921,185	2,629,386	2,584,415	2,829,967	2,930,880	3,034,914	3,279,143	2,170,644	3,721,754
<b>TOTAL</b>	<b>\$ 36,954,133</b>	<b>\$ 41,131,402</b>	<b>\$ 44,970,373</b>	<b>\$ 46,780,819</b>	<b>\$ 49,906,794</b>	<b>\$ 54,127,355</b>	<b>\$ 56,298,296</b>	<b>\$ 61,334,255</b>	<b>\$62,944,604</b>	<b>\$ 66,573,759</b>

**GENERAL EXPENDITURES BY FUNCTION**  
**GENERAL, SPECIAL REVENUE AND DEBT SERVICE FUNDS**  
**LAST TEN FISCAL YEARS**

**FISCAL YEAR ENDED JUNE 30, 2002**

DESCRIPTION	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
General Government	\$ 4,841,458	\$ 4,800,799	\$ 4,832,724	\$ 4,810,160	\$ 5,213,126	\$ 5,365,312	\$ 6,371,802	\$ 6,520,286	\$ 7,134,820	\$ 7,605,215
Public Safety	16,722,882	14,480,182	18,147,373	19,324,566	19,945,705	20,824,076	21,591,628	21,609,992	22,787,828	24,721,059
Roads and Streets	2,492,556	2,475,439	2,516,124	2,817,973	2,929,284	2,790,409	3,119,250	2,955,145	3,458,730	3,321,820
Sanitation	3,775,124	3,730,641	3,742,601	3,861,616	3,957,455	3,396,282	3,516,686	3,523,772	3,477,389	3,671,275
Other Public Works	3,019,153	3,076,652	3,053,487	3,072,656	3,428,877	2,832,966	2,742,275	3,015,089	3,359,645	3,808,488
Parks, Recreation and Cemeteries	3,274,893	3,437,251	3,587,694	3,792,456	4,288,277	4,584,181	5,485,326	5,621,048	5,794,366	6,245,061
Library/Museum	2,051,135	2,129,110	2,183,004	2,360,872	2,436,536	2,696,414	2,585,158	2,782,020	3,196,809	4,042,658
Debt Service	3,756,750	3,778,765	3,549,588	4,416,113	4,608,001	4,544,281	3,921,278	3,822,450	5,132,067	12,819,195
DDA	-	-	8,253	47,347	385,731	17,005	433,177	684,666	235,929	145,039
Econ. & Physical Dev	-	-	-	-	56,594	470,861	346,890	97,627	161,945	530,118
<b>TOTAL</b>	<b>\$ 39,933,951</b>	<b>\$ 37,908,839</b>	<b>\$ 41,620,848</b>	<b>\$ 44,503,759</b>	<b>\$ 47,249,586</b>	<b>\$ 47,521,787</b>	<b>\$ 50,113,470</b>	<b>\$ 50,632,095</b>	<b>\$54,739,528</b>	<b>\$ 66,909,928</b>

**GENERAL FUND BALANCE  
COMPARED TO ANNUAL EXPENDITURES  
LAST TEN FISCAL YEARS**

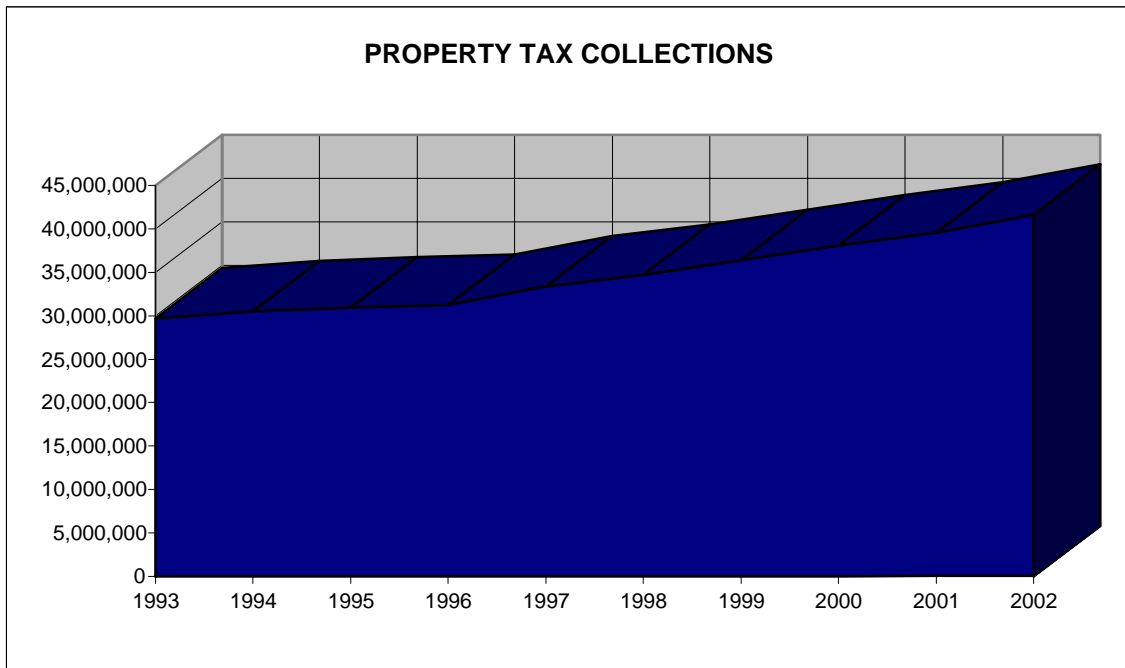
<b>FISCAL YEAR ENDED JUNE 30</b>	<b>RESERVED FUND BALANCE</b>	<b>UNRESERVED, UNDESIGNATED FUND BALANCE</b>	<b>ANNUAL EXPENDITURES</b>	<b>UNRES. BALANCE AS PERCENT OF EXPENDITURES</b>
1993	\$ 1,530,966	\$ 1,311,770	\$ 32,522,077	4%
1994	\$ 1,375,778	\$ 1,860,852	\$ 33,519,433	6%
1995	\$ 1,620,729	\$ 3,840,970	\$ 34,375,831	11%
1996	\$ 1,596,626	\$ 5,378,140	\$ 36,147,883	15%
1997	\$ 1,443,207	\$ 5,944,594	\$ 39,012,105	15%
1998	\$ 1,463,558	\$ 9,055,918	\$ 39,422,332	23%
1999	\$ 1,387,895	\$ 11,347,690	\$ 41,861,809	27%
2000	\$ 1,926,331	\$ 11,520,476	\$ 44,268,940	26%
2001	\$ 3,177,624	\$ 9,994,133	\$ 45,696,518	22%
2002	\$ 3,383,974	\$ 9,749,911	\$ 49,707,371	20%

**VALUE OF TAXABLE PROPERTY  
LAST TEN FISCAL YEARS**

<b>FISCAL YEAR ENDED JUNE 30</b>	<b>REAL PROPERTY</b>	<b>PERSONAL PROPERTY</b>	<b>TOTAL TAXABLE PROPERTY</b>	<b>REAL PROP. AS % OF TOTAL TAXABLE PROP.</b>
1993	2,692,220,800	449,792,220	3,142,013,020	86%
1994	2,792,362,450	432,711,840	3,225,074,290	87%
1995	2,854,720,000	453,375,110	3,308,095,110	86%
1996	2,918,385,360	507,025,520	3,425,410,880	85%
1997	3,051,120,348	522,531,950	3,573,652,298	85%
1998	3,195,831,127	579,417,710	3,775,248,837	85%
1999	3,379,498,283	626,129,990	4,005,628,273	84%
2000	3,517,064,100	666,496,353	4,183,560,453	84%
2001	3,730,001,390	643,070,690	4,373,072,080	85%
2002	4,036,688,730	649,562,212	4,686,250,942	86%

## PROPERTY TAX LEVIES AND COLLECTIONS LAST TEN FISCAL YEARS

FISCAL YEAR ENDED JUNE 30	TOTAL TAX LEVY	CURRENT TAX COLLECTIONS	PERCENTAGE OF TAXES COLLECTED	DELINQUENT TAX COLLECTIONS	TOTAL TAX COLLECTION	% OF TOTAL COLL. TO TAX LEVY
1993	\$29,803,419	\$ 28,311,198	94.99%	\$ 1,356,082	\$ 29,667,280	99.54%
1994	\$30,673,946	\$ 29,520,338	96.24%	\$ 1,017,290	\$ 30,537,628	99.56%
1995	\$31,124,785	\$ 30,120,642	96.77%	\$ 851,300	\$ 30,971,942	99.51%
1996	\$31,342,457	\$ 30,288,581	96.64%	\$ 921,266	\$ 31,209,847	99.58%
1997	\$33,511,137	\$ 32,630,061	97.37%	\$ 766,644	\$ 33,396,705	99.66%
1998	\$34,834,939	\$ 33,978,096	97.54%	\$ 737,431	\$ 34,715,527	99.66%
1999	\$36,316,680	\$ 35,645,833	98.15%	\$ 732,372	\$ 36,378,205	100.17%
2000	\$37,904,870	\$ 37,391,650	98.65%	\$ 736,580	\$ 38,128,230	100.59%
2001	\$39,434,080	\$ 38,848,160	98.51%	\$ 693,813	\$ 39,541,973	100.27%
2002	\$41,803,788	\$ 41,016,410	98.12%	\$ 632,486	\$ 41,648,896	99.63%



## DEMOGRAPHIC STATISTICS LAST TEN FISCAL YEARS

FISCAL YEAR ENDED JUNE 30	ESTIMATED POPULATION (1)	NUMBER OF HOUSEHOLDS	MEDIAN HOUSEHOLD EFFECTIVE BUYING INCOME (2)	SCHOOL ENROLLMENT (3)	MEDIAN AGE	UNEMP. RATE (4)
1993	77,891	28,736	\$ 63,804	11,356	35.5	3.6%
1994	79,331	29,194	\$ 69,731	11,488	35.8	2.6%
1995	80,736	29,532	\$ 55,029	11,636	36.1	2.2%
1996	81,770	29,793	\$ 58,798	11,987	*	1.8%
1997	82,560	29,896	*	12,064	37	1.6%
1998	83,787	30,274	\$ 59,601	12,050	37.3	1.9%
1999	84,549	30,434	\$ 60,004	12,066	*	1.6%
2000	85,124	30,721	\$ 61,806	12,079	37	1.6%
2001	80,959 (5)	30,872	\$ 65,642	12,101	38.1	2.3%
2002	84,531	31,371	\$ 70,342	12,043	38.1	3.2%

(1) ESTIMATES PROVIDED BY THE CITY OF TROY PLANNING DEPARTMENT

(2) DEVELOPED BY SALES AND MARKETING MANAGEMENT, NEW YORK, NY

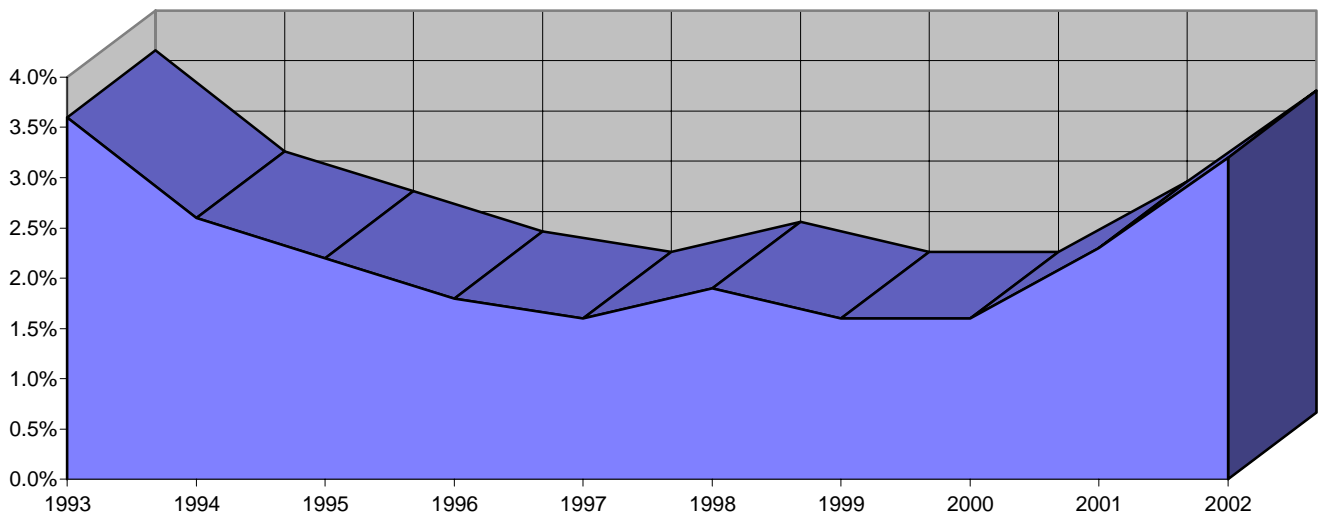
(3) TROY SCHOOL DISTRICT

(4) MICHIGAN EMPLOYMENT SECURITY COMMISSION

(5) U.S. BUREAU OF THE CENSUS

\* INFORMATION NOT AVAILABLE

### CITY OF TROY UNEMPLOYMENT RATE



**CITY OF TROY, MICHIGAN**  
**COMPUTATION OF LEGAL DEBT MARGIN**

Equalization Valuation at December 31, 2000 \$ 5,652,563,942

	LEGAL MARGIN			
	City of Troy Annual Net Debt	Percentage of State Equalized Valuation	Legal Maximum Debt	Legal Debt Margin
General Obligation Debt	\$ 36,214,521	10%	\$ 565,256,394	\$ 529,041,873
Emergency Bonds	-	3/8	21,197,115	21,197,115
Special Assessment Bonds	<u>175,000</u>	12	<u>678,307,673</u>	<u>678,132,673</u>
Total Debt	<u>\$ 36,389,521</u>		<u>\$ 1,264,761,182</u>	<u>\$ 1,228,371,661</u>

The statutory debt limits of net bonded indebtedness incurred for all public purposes shall not at any one time exceed 10% of the equalized valuation of taxable property in the City (\$5,652,563,942), except that this limit may be exceeded by 3/8ths of 1% in case of fire, flood or other calamity. This limitation does not include bonds issued in anticipation of the payment of special assessments, nor bonds issued pursuant to court order for sewage or garbage disposal systems.

The Michigan State Bond Act provides that the total debt in special assessment bonds, which would require that the City pledge its faith and credit, shall not exceed 12% of assessed valuation of taxable property of the City, nor shall such bonds be issued in any calendar year in excess of 3% unless voted.

**City of Troy**  
**2003 Top Twenty Taxpayers**

Rank	Name	2003 T/V	# of Parcels	Business Activity	% of Total T/V
1	Frankel Forbes Cohen	\$ 59,713,100	3	Somerset N & S (Malls)	1.20
2	Nykel Management Co	54,827,230	24	Somerset Apts	1.10
3	Gale & Wentworth	54,406,020	8	Office Leasing	1.09
4	Liberty Property	43,191,650	26	Office Leasing	0.87
5	Detroit Edison	41,450,850	16	Utility	0.83
6	Kmart	40,747,280	7	Retail& Corp HQ	0.82
7	888 W Big Beaver Assoc	35,300,070	3	Office Leasing	0.71
8	Oakland Mall LLC	26,258,340	6	Retail	0.53
9	Standard Federal	25,550,320	1	Banking & HQ	0.51
10	Teacher's Assurance & Annuity	25,386,190	2	Office Leasing	0.51
11	Sheffield Office LP	24,899,470	4	Office Leasing	0.50
12	Delphi Automotive	24,879,080	12	Headquarters	0.50
13	Nemer Troy Place	24,542,100	5	Office Leasing	0.49
14	TTERTT Assoc	24,368,420	1	Office Leasing (Top of Troy)	0.49
15	Kelly Services	21,853,030	8	Corp HQ	0.44
16	First Industrial	21,692,740	36	Industrial Leasing	0.44
17	Ei DuPont	19,080,460	9	Automotive Finishes	0.38
18	EDS	18,547,230	8	Computer Leasing	0.37
19	Home Properties	18,058,160	7	Office Leasing	0.36
20	WHP Mezz Borrowers 2	17,907,320	1	Troy Marriott	0.36
		<u>\$ 622,659,060</u>			<u>12.51%</u>

2003 Total Taxable Value (T/V)

4,978,263,437



# CITY OF TROY, MICHIGAN

## PROPERTY VALUES AND CONSTRUCTION LAST TEN FISCAL YEARS

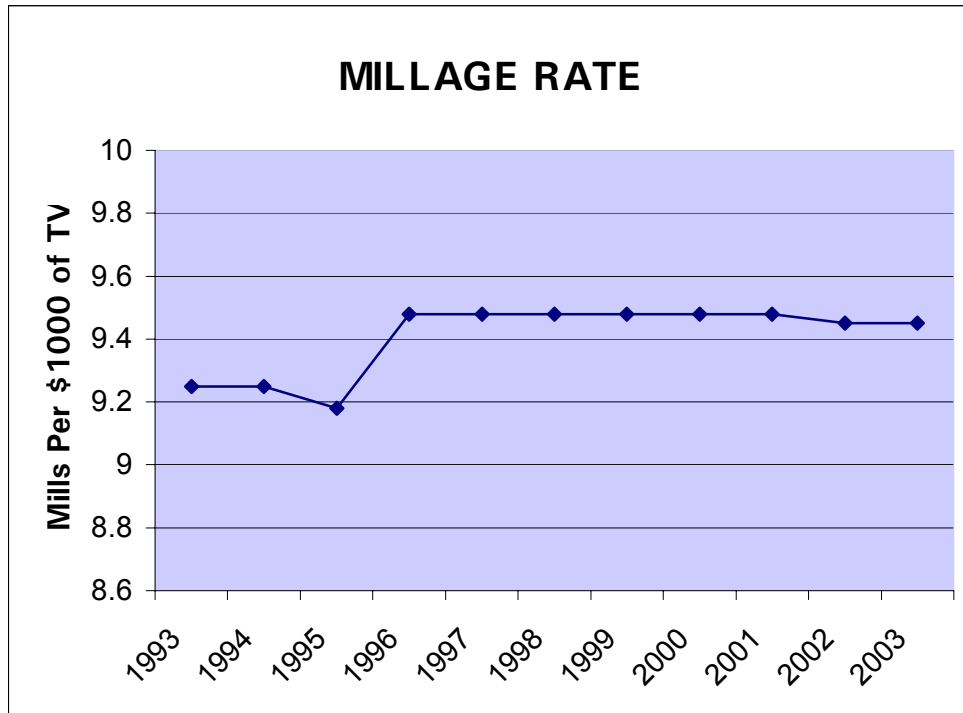
<u>Fiscal Year Ended June 30,</u>	<u>Property Values</u>	<u>Construction</u>
1993	\$ 6,284,026,040	\$ 93,880,980
1994	\$ 6,450,148,580	\$ 91,335,191
1995	\$ 6,616,190,220	\$ 184,192,247
1996	\$ 6,926,347,820	\$ 140,939,440
1997	\$ 7,345,993,740	\$ 173,458,968
1998	\$ 7,909,327,920	\$ 190,550,736
1999	\$ 8,569,921,628	\$ 260,729,204
2000	\$ 9,393,852,366	\$ 255,604,926
2001	\$ 10,437,194,600	\$ 230,713,492
2002	\$ 11,305,127,884	\$ 143,908,032

# CITY OF TROY, MICHIGAN

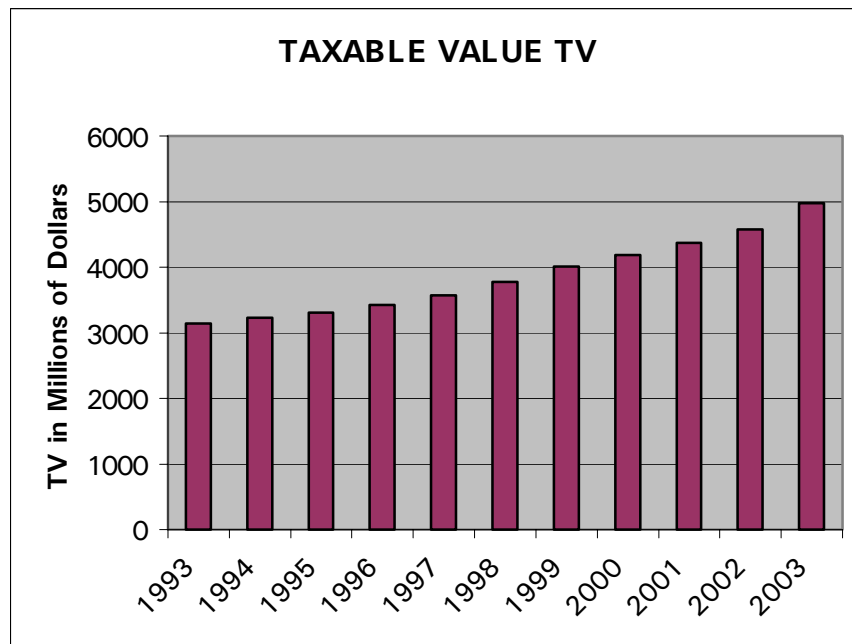
## COLLECTIVE BARGAINING

Name	Expiration Date	Number of Employees Covered
American Federation of State, County and Municipal Employees, AFL-CIO - Public Works Employees	6/30/03	84
Michigan Association of Police - Clerical, Police Service Aides	6/30/04	74
Troy Command Officers Association - Command Police Officers	6/30/05	36
Troy Police Officers Association - Police Officers	6/30/05	100
Troy Firestaff Officers Association - Fire Career Professionals	6/30/06	12

## ECONOMIC INFORMATION



The City of Troy has maintained one of the lowest tax rates of surrounding cities.



In Michigan, the assessed value is approximately 50% of the market value of a home. If the home sells for \$200,000, the assessed value would be \$100,000. Each mill levied on this property would cost \$100 annually (before any applicable state or federal tax credits). Under the state school funding system (Proposal A), the annual increase in the **taxable value** of your property is capped at the rate of inflation or 5%, whichever is less.

# GLOSSARY OF KEY CONCEPTS

## -A-

ACCRUAL BASIS: Accrual basis accounting recognizes transactions when they occur, regardless of the timing of related cash flows. The application of accrual accounting techniques prevents distortions in financial statement representations due to shifts in the timing of cash flows and related underlying economic events near the end of a fiscal period.

ACT 51: Highway and street funds derived from gas and weight taxes, distributed to communities by the Michigan Department of Transportation based on a municipality's population and number of street miles.

ACTIVITY: An office within a department to which specific expenses are to be allocated.

APPROPRIATION: An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.

APPROPRIATION ORDINANCE: The official enactment by the City Council establishing the legal authority for the City to incur obligations and to expend public funds for a stated purpose.

## -B-

BALANCED BUDGET: A budget in which estimated revenues are equal to or greater than estimated expenditures.

BUDGET MESSAGE: A written policy and financial overview of the City as presented by the City Manager.

BUDGETARY CENTER: A grouping of offices' or activities' budgets that are

combined to create a cost center in which actual expenditures cannot exceed budgeted appropriations.

## -C-

CAPITAL OUTLAY: A disbursement of money which results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$5,000 to be a capital item.

CAPITAL PROJECTS FUND: A fund to account for the development of municipal capital facilities other than those financed by the Enterprise Fund.

CDBG: Community Development Block Grants – A federally funded program to assist communities in the expansion and improvement of community services, to develop and improve neighborhoods, and to restore and preserve property values.

## -D-

DEBT SERVICE FUND: A fund to account for the accumulation of resources for and the payment of general long-term debt principal and interest.

DEFERMENT: A form filed by qualifying residents allowing a postponement of the summer homestead tax, without levying interest or penalty, unless payment is made after the deferment date.

DEFICIT: An excess of liabilities and reserves of a fund over its assets.

DEPARTMENTAL MISSION STATEMENT: A mission statement provides the full range of activities that will be used in the results-oriented budget format to link the municipal purpose with the financial resources of the department.

# GLOSSARY OF KEY CONCEPTS

## -E-

ENTERPRISE FUND: A fund established to account for operations that are financed and operated in a manner similar to a private business, i.e. the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (Water & Sewer is an example of an enterprise fund.)

EQUALIZATION FACTOR: A multiplier that is applied to the Assessed Value of a class of property by the County Equalization Department or State Tax Commission that will produce a sum that represents 50 percent of the true cash value of that class.

EXPENDITURE: The cost of goods delivered and services rendered, whether paid or unpaid, including expenses, debt retirement not reported as liability of the fund from which retired, or capital outlay.

EXPENDITURE OBJECT: An expenditure object is a specific classification of expenditure accounts which includes a number of related accounts determined by the type of goods and services to be purchased. For example, the personnel services expenditure object includes the wages account as well as all fringe benefit accounts. Expenditure objects include personnel services, supplies, other services/charges, capital outlay, debt service, and transfers out.

## -F-

FOIA: Freedom of Information Act.

FIXED ASSETS: Fixed assets are equipment and other capital items used in governmental fund type operations and

are accounted for in the General Fixed Assets Group of Accounts rather than in the government funds. Such assets, which are recorded as expenditures at the time of purchase, do not include certain improvements such as roads, bridges, curbs and gutters, streets and sidewalks, and lighting systems. No depreciation has been provided on general fixed assets.

FUND: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities.

FUND ACCOUNTING: The accounts of the City are organized on the basis of funds and account groups in order to report on its financial position and results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

FUND BALANCE: The excess of a fund entity's accumulated assets over its liabilities. Typically, excess revenues over expenditures at year-end will increase a fund's fund balance.

## -G-

GENERAL FUND: The City's major operating fund to account for all financial resources except those required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP): The conventions, rules and procedures that define accepted accounting practice at a particular time,

# GLOSSARY OF KEY CONCEPTS

including both broad guidelines of general applications and detailed practices and procedures. GAAP represents the benchmark by which financial statements are measured.

GFOA: Government Finance Officers Association of the United States and Canada – A professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for public benefit.

-I-

INTERNAL SERVICE FUNDS: Funds used to finance and account for services furnished by a designated department to another department within a single governmental unit. Examples of funds in this category are Building Maintenance, Motor Pool, and Information Services.

-L-

LINE ITEM BUDGET: A budget that emphasizes allocations of resources to given organizational units for particular expenditures, such as salaries, supplies, services, and equipment. Line item budgets may be organized to provide accountability at varying levels, such as on department, division, or agency levels.

-M-

MICHIGAN TRANSPORTATION FUND (MTF): Designates bonded road projects that are financed by Motor Vehicle Highway Funds.

MODIFIED ACCRUAL BASIS: The basis of accounting under which revenues are recognized in the period they become

available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority. Exceptions to the general rule of expenditure recognition occur in debt service.

-O-

OPERATING BUDGET: The operating budget is the authorized revenues and expenditures for ongoing municipal services and is the primary means by which government is controlled. The life span of an operating budget typically is one year or less. Personnel costs, supplies, and other service/charges are found in an operating budget. A capital budget typically has a long term outlook where a project can span a several year period.

OTHER SERVICES/CHARGES: An expenditure object within an activity which includes professional services, utilities, rents, and training, for example.

-P-

PERFORMANCE INDICATOR:

A measurement of how a program is accomplishing its mission through the delivery of products or services.

PERFORMANCE OBJECTIVES: Desired output oriented accomplishments which can be measured within a given time period.

PERSONAL SERVICES: An expenditure object within an activity which includes payroll and all fringe benefits.

# GLOSSARY OF KEY CONCEPTS

## -R-

RESULTS-ORIENTED BUDGETING: A management concept which links the annual line item budget to departmental results of operations.

REVENUE: An addition to the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without a corresponding increase in any other liability or a decrease in assets, and does not represent a contribution of fund capital in enterprise or in intra-governmental service funds.

## -S-

SAD: Special Assessment District.

SERVICE STATEMENT: A statement of general and specific service deliveries rendered by an activity for the community.

SPECIAL REVENUE FUND: A fund to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or the major capital projects) that are legally restricted to expenditures for specified purposes.

## STATE SHARED REVENUE:

A portion of the \$.06 sales tax returned to local governments based on per capita taxable value, population and relative tax effort.

SUPPLIES: An expenditure object within an activity, which includes all supplies that have a useful life of less than one year and/or a purchase price of less than \$500.

SURPLUS: An excess of the assets of a fund over its liabilities and reserves.

## -T-

TRANSFERS - IN/OUT: A legally authorized funding transfer between funds in which one fund is responsible for the initial receipt and the other fund is responsible for the actual disbursement.

## -U-

UNRESERVED FUND BALANCE: The balance of net financial resources that are spendable or available for appreciation or the portion of fund balance that is not legally restricted.

## -W-

WATER & SEWER FUND: The enterprise funds account for the operation of the water and sewer system. The revenues consist of charges for services from City businesses and residences that are used to pay for all water and sewer related expenses.